

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

**STANDING ORDER JUDGE CECILIA A. HORAN
GENERAL CHANCERY CALENDAR 9**

(Effective June 8, 2026)

2008 Daley Center
Telephone: (312) 603-5926
Email: ccc.chancerycalendar9@cookcountyil.gov

Zoom Information

Meeting ID: 956 5899 1093

Password: 129359

[Zoom Link](#)

This standing order governs practice on all cases assigned to Calendar 9 in the Chancery Division, supersedes prior standing orders, and supplements the Illinois Code of Civil Procedure, Illinois Supreme Court Rules, and Rules and General Orders of the Circuit Court of Cook County.

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I. DAILY COURT SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45 AM	Clerk Status (NO APPEARANCE REQUIRED)	Clerk Status (NO APPEARANCE REQUIRED)	Clerk Status (NO APPEARANCE REQUIRED)	Clerk Status (NO APPEARANCE REQUIRED)	Clerk Status (NO APPEARANCE REQUIRED)
9:00 AM	Motion Call	Motion Call	Motion Call	Motion Call	Motion Call
9:30 AM	Status Call	Status Call	Status Call	Status Call	Status Call
10:00 AM		Set Matters	Set Matters	Set Matters	Set Matters
10:45 AM		Set Matters	Set Matters	Set Matters	Set Matters
1:00 PM		Set Matters	Set Matters	Set Matters	Set Matters

Matters may occur at other times only as directed by the Court.

II. COURT APPEARANCES

A. Remote Proceedings

All proceedings will be held on the Zoom video-conference application unless otherwise specified. To join the virtual proceeding by desktop or laptop, tablet, or smartphone:

- Click the link below:
<https://circuitcourtofcookcounty.zoom.us/j/95658991093?pwd=VUYvQUZxcTA2K2x4YUhednpMTFBIQT09>
- Alternatively, use the following Zoom log-in number and password:
Meeting ID: 956 5899 1093
Password: 129359
- Alternatively, dial-in by calling **(312) 626-6799**.

Check-in with the Clerk before the start time by using the “Chat” icon. Include the name of the case, case number, and the name of the party you represent. Keep your video off and your audio muted until your case is called.

You may schedule the next hearing date with the law clerk in the “Chat” function on Zoom. After your case is heard, message either the general chat or the law clerk individually with your case number, the reason for the next date, and when the judge advised you to return. The law clerk will message back with a date that works for the Court. It is your responsibility to request a new date using the chat function and to submit a proposed order setting your case for that next date.

B. In-Person/Hybrid Proceedings

All hearings are conducted remotely on Zoom. However, parties may request an in-person or hybrid proceeding for contested motions or set matters. These requests will be granted at the discretion of the Court. Should the request be granted, the proceeding will take place in Courtroom 2008 of the Daley Center.

III. ATTORNEY CONDUCT

Zealous advocacy is the lawyer’s professional obligation. Incivility has no place in a respected and credible judicial system. Attorneys should practice civility and professionalism, in and out of court, including at depositions and in written and verbal communications.

IV. DESCRIPTION OF COURT PROCEEDINGS

A. Clerk Status

After a party presents a motion, the Court will enter a briefing schedule with a clerk status date set a few days after the last brief is due. Parties receive a Clerk Status date from Judge Horan’s law clerks by chatting with them using the Chat function on Zoom after presenting the motion to the Court. Clerk statuses are set at 8:45 a.m.

Clerk status dates do not require an appearance: they are handled completely via email. On or by the Clerk Status date, the movant shall send electronic, file-stamped courtesy copies of the fully briefed motion(s), along with any related exhibits, via email to ccc.chancerycalendar9@cookcountyil.gov. All courtesy copies must be file-stamped. “Fully briefed motion” means the motion, the response brief, and the reply brief, plus any sur-replies thereto (if applicable). No cover letter is necessary. The Court does not require paper courtesy copies unless expressly requested by Judge Horan or her law clerks, which occurs most often when the courtesy copies are voluminous.

Judge Horan’s law clerks will respond by email with available hearing dates after verifying that all materials meet the requirements of this Standing Order, including but not limited to the page limit, the font specification, and the stamped/filed requirement.

Once all parties have conferred and agreed upon a hearing date from the set of available hearing dates provided via email by Judge Horan’s law clerks, one party must prepare a proposed order setting the hearing to the chosen date and must send the proposed order via email to ccc.chancerycalendar9@cookcountyil.gov for entry.

All hearings are held via Zoom unless otherwise arranged. See Section II above.

B. Motions

See the page and style requirements and limitations below in Section VI, which apply to **all motions**.

1. Non-Emergency Motions

a. Generally

The Court generally will hear the presentment of motions at 9:00 a.m. Monday through Friday. The motion must first be scheduled using the Clerk’s Office Odyssey efilng system or filed manually in Room 802 for those with an efilng exemption. A courtesy copy of the motion (and Notice of Motion) must be delivered to ccc.chancerycalendar9@cookcountyil.gov at least two

court days before the presentment date. Failure to do so may result in the motion being stricken from the call.

The Court does not schedule motions via email or phone call. Only the dates available in Odyssey for motion presentment may be used for scheduling a motion presentment. Odyssey requires more than twenty-four hours' notice to schedule a motion presentment date.

If the motion is not an Agreed Motion or a Routine Motion, as discussed below in subsections (d) and (e), or an Emergency Motion, as discussed below in subsection (2), **you must present the motion**. Motions that are filed but not presented within 90 days may be stricken, overruled, or denied by reason of the delay. *See* Cook County Circuit Court Rule 2.3; <https://www.cookcountycourt.org/about/circuit-court-rules>.

b. Notice

The movant must give notice of the motion to all other parties and the Court in accordance with Circuit Court Rule 2.1 and any applicable Supreme Court rule. This requires filing a Notice of Motion. The Notice of Motion must include Judge Horan's Zoom information and indicate presentment will be via Zoom. This is separate from the Notice of Filing that must also accompany most document filings.

For motions for default, all parties who have been served shall be given notice as provided in Circuit Court Rule 2.1, without regard to whether an appearance was filed. In addition, the motion shall be accompanied by the Sheriff's return of service or affidavit of the process server, and an affidavit establishing compliance with the Servicemembers Civil Relief Act. 330 ILCS 63.

c. Piggy-Backed Motions

With proper notice to all parties who have appeared, motions may be brought before the Court, or "piggy-backed," at any regularly set case management conference, motion hearing, or pre-trial conference. "Piggy-backed" motions must be filed and noticed as a regular document filing without selecting a date and time. A filed Notice of Motion still is required. A courtesy copy of the motion must be provided to the Court two days in advance of the hearing or at the time of piggy-backing, whichever is later.

d. Agreed Motions

The following motions can be presented "off call" by agreement for the purposes of this Standing Order:

- Agreed Motions for leave to file an amended pleading against one already a party.
- Agreed Motions to substitute one attorney for another.

A motion to withdraw without substituting another attorney is not a routine motion.

e. Routine Motions

Routine motions do not require a court appearance, but they **must** still be scheduled for a presentment date. These motions and accompanying orders may be presented "off call" by sending a courtesy copy of the filed motion, the filed Notice of Motion, and the corresponding proposed order **in word document format** to ccc.chancerycalendar9@cookcountyl.gov. Courtesy copies

must be delivered to the Court at least two days before the presentment date.

A party may object to a routine motion in writing or orally, in person, by phone, or by email. Objections must be made before 8:45 a.m. on the day of presentment. The objecting party must provide a basis for the objection. If an objection is received, the proposed order granting the routine motion will not be entered. If the movant wishes to pursue the motion following an objection, (s)he must re-schedule the motion as a regular motion. This requires a new Notice of Motion and a new presentment date. If no objection is received, the order will be entered on the date of presentment. The Court may require a “routine motion” to be noticed on the regular motion call.

Only the following motions are considered “routine” for the purposes of this Standing Order:

- Motions to vacate a technical default.
- Motions for leave to file *instanter* or within 28 days an answer or any other pleading after the time provided by law, unless a court-ordered deadline already exists.
- Motions for leave to file an appearance.
- Motions to appoint a special process server.
- Motion for voluntary non-suit by a plaintiff, if there is no counterclaim or dispositive motion pending.
- Petitions for the issuance of subpoena in out-of-state cases.

2. Emergency Motions

a. *Generally*

True emergencies are rare. All emergency motions must state the basis for the movant’s claim of an emergency. The movant must establish that the situation was not reasonably foreseeable and could lead to irreparable harm if relief is not obtained prior to the time that the motion can be heard on the Court’s regular motion or status call. Any application for relief that does not fit these criteria will not be heard as an emergency matter. Matters that have become urgent by reason of a party’s failure to exercise diligence do not constitute emergencies.

b. *Procedure*

Parties moving for emergency relief shall send a courtesy copy of the motion marked “Emergency Motion,” with all supporting filings, and the relevant file-stamped pleadings to the Court via email at ccc.chancerycalendar9@cookcountyl.gov. A non-file-stamped courtesy copy of the emergency motion and its supporting filings is sufficient for this email. After receipt of the email, Chambers staff will contact the parties to inform them whether the Court will hear the motion on an emergency basis and, if so, to schedule a date and time. If the Court will not hear the motion on an emergency basis, the moving party may schedule the motion on the Court’s regular motion or status call.

For a motion being heard on an emergency basis, after the date and time is scheduled, the movant party shall file a notice of motion indicating the scheduled date and time for hearing on the motion. The movant shall provide copies of this notice, the emergency motion, and the pleadings to the nonmoving parties as soon as possible, so that the nonmoving parties may appear at the emergency motion hearing. The movant may be asked to demonstrate to the Court notice was properly given to the nonmoving party before the hearing proceeds.

c. Motions for Temporary Restraining Orders

Motions for TRO shall be presented according to the emergency motion procedures. Except in extremely rare and compelling circumstances demonstrated clearly and convincingly by the movant, the movant is required to notify all other parties of the date and time of the hearing. Some form of notice must be provided unless it clearly appears that immediate and irreparable harm will result before notice can be given or if notice is given.

C. Status Calls and Case Management Conferences

Status and case management conferences are heard daily at 9:30 a.m. via Zoom. The purpose of these conferences is to ensure the efficient and timely progress and disposition of the case. Counsel familiar with the case and self-represented litigants must appear. Failure to attend may result in a case being dismissed for want of prosecution or the entry of an order of default.

The Clerk's Office will automatically schedule an initial case management conference approximately 60 days after a complaint is filed. If some or all of the parties have appeared before the Court prior to the date set by the Clerk's Office for the initial case management conference and the case has been given another date on Calendar 9, the initial case management conference may be stricken.

At the initial case management conference, the parties should be prepared to discuss the nature of the case, whether defendants have been served, settlement opportunities, any third-party pleadings, and contemplated motion practice.

As litigation proceeds, all parties must be prepared at status calls to discuss contemplated discovery, including both written and oral fact and expert discovery, and the length of time that each party estimates will be necessary for the completion of discovery. A credible judicial system dispenses justice in a timely manner. Delays in the completion of discovery frustrate the orderly and efficient disposition of disputes, and undermine the faith of the parties and public. The Court expects the parties and counsel to comply with discovery deadlines set by the Court. At status calls, all parties should be prepared to discuss discovery completed to date and any delays encountered in complying with discovery deadlines.

After each of these calls, a proposed order must be prepared and sent to the Court. If the matter is being set for another status call, the proposed order must indicate the purpose of the status call, such as "status on discovery" or "status on pleadings." See Section V.A. below.

D. Set Calls

1. Contested Motions

Contested motions will be heard at 10:00 a.m. and 10:45 a.m. daily via Zoom unless express permission from the Court is obtained prior to the contested motion hearing date. Hearings on contested motions are scheduled post-Clerk Status date by following the Clerk Status procedures above in Section IV.A. Failure of any counsel to attend the hearing may result in the forfeiture of oral argument and, in any event, the Court may in its discretion dispense with oral argument and rule based on the briefs alone. Should circumstances arise where a set contested motion hearing is no longer necessary, parties shall inform chambers as soon as possible so that the hearing may be

taken off of the call.

2. Settlement Conferences

Parties are encouraged to explore and negotiate settlement of their cases early and often. If, after conferring with all parties and having obtained a consensus that a pretrial conference may be of assistance, any party may move the Court to set a pretrial conference. Unless excused by the Court, all parties must appear at the scheduled pretrial conference with counsel familiar with the case or, in the case of self-represented litigants, on their own behalf. The Court may require the parties to be present. **No pre-trial conference will be held unless the parties exchange a demand and offer in writing in advance of the conference.**

No later than one week prior to the pretrial settlement conference, each party shall serve on the Court a pretrial memorandum up to five pages, double-spaced. The pretrial memorandum may include: (1) a statement of the case; (2) an outline of the claims and defenses; (3) a statement of the factual and legal issues; (4) the relief sought, including damages, and the basis therefor; and (5) the status of settlement negotiations. In addition, counsel shall verify whether a jury demand has been made with regard to any claims and state each party's intent to proceed to a jury trial or to waive its right to trial by jury. Failure to provide this memorandum may result in forfeiture of the settlement conference.

V. **DRAFT ORDERS**

It may take 2-3 business days for the Court to enter an order. Please wait until after that time period to email or call checking on the status of a submitted order.

A. **Daily Orders**

Parties should prepare a proposed order after the case is heard reflecting the Court's rulings. All draft orders from the morning motion and status calls must be circulated and then submitted to ccc.chancerycalendar9@cookcountyil.gov in **Microsoft Word format** no later than 1:00 p.m. of the day of the hearing. Draft orders must be in Times New Roman and be size 12-point font. Draft orders also must have the drafting attorney's signature block appended. **PDF format is insufficient and may not be entered.**

After reviewing and making any necessary modifications to the order, the Court will sign it and the Clerk will then enter it.

All draft orders longer than two pages must include page numbers centered at the bottom of every page, not including the first page.

B. **Agreed Orders**

Parties may present agreed orders to the Court daily by emailing them to the Court. Agreed orders will generally be entered the following court day. The Court reserves the right to deny any request for entry of an agreed order. Agreed orders may include:

- Agreed briefing schedules for motions to strike or dismiss, motions for judgment on the

- pleadings, motions for summary judgment, or petitions for administrative review.
- Dismissal orders and stipulations to dismiss all or any part of a case, except class actions.
 - Rescheduling orders, which include rescheduling status calls or briefing schedules.

C. Dismissal Orders

The official court filing system requires a signed court order to fully dismiss a case. Dismissal orders should unambiguously state the case is disposed and this is a final order. Please email a proposed dismissal order along with any stipulation for dismissal to ccc.chancerycalendar9@cookcountyil.gov. Dismissal orders do NOT require a motion, even for proposed orders voluntarily dismissing the case.

D. Obtaining Copies of Entered Orders & Case Docket Information

1. Obtaining Copies of Entered Orders

Copies of entered court orders may be obtained from the Clerk of the Circuit Court's online filing system or through the Clerk's courtesy copy email notification system.

To receive copies of entered orders through the Clerk Office's automated system, you must have an individual appearance and valid email address on file for each case. The automated notification is usually sent from the email address: courtesyorders2@cookcountycourt.com or a similarly named account.

If you are not receiving the automated courtesy copies of entered orders:

- Check your spam folder if you don't see them in your inbox.
- Verify that you have an appearance and valid email address on file for each case.
- Contact the Clerk of the Circuit Court's Office directly for further assistance.

CLERK OF CIRCUIT COURT
Chancery Division Services
50 West Washington St., Room 802, Chicago, IL 60602
ChanceryDivServices@cookcountycourt.com
312-603-5133
Monday - Friday: 8:30 am-4:30 pm

2. Obtaining Case Docket Information

a. Efile Illinois

<http://efile.illinoiscourts.gov/service-providers.htm>

The Illinois Supreme Court mandates litigants in Cook County must utilize the Statewide Electronic Filing System (eFileIL) for civil case filings. ResearchIL is a cross-jurisdictional portal that allows remote access to documents filed in the other counties within the State.

Please use the official Odyssey e-filing system to obtain up-to-date case information and orders. Do not use the public portal.

b. Clerk of Circuit Court Portal (CCC Portal)

<https://cccportal.cookcountyclerkofcourt.org/CCCPortal>

Please note that the registration system on the portal is for justice partners and Illinois-licensed attorneys' use only. Justice partners include, but are not limited to, the State Attorney's Office, Public Defender, Law Enforcement, Department of Social Services, and other authorized agencies. Attorneys must have an active law license to practice in the State of Illinois.

c. Public Online Information System

<https://casesearch.cookcountyclerkofcourt.org/>

The Clerk of the Circuit Court of Cook County provides on-line case information as a public service. This service is intended to be used as a resource to determine the general status of historical and active court cases. The information is not the official record of the court. Based on the procedures used to update the electronic docket search databases, it may sometimes take a few days before updated information is available through the on-line electronic docket search function.

VI. BRIEFING, PLEADINGS, AND EXHIBITS

The most effective written submissions are concise and devoid of hyperbole. All briefs and pleadings shall be double-spaced, be in Times New Roman, be size 12-point font, have one-inch margins, and have page numbers centered at the bottom of each page. This requirement does not apply to official court form filings or to the original Complaint. A page number on the first page is optional. The following page limitations shall apply to all motion briefing:

- Motion **together with any supporting memorandum** - 15 pages
- Response - 15 pages
- Reply - 7 pages

Each exhibit filed shall have either a cover page displaying the corresponding letter or number identifier or a clear and explicit letter or number identifier on the first page (or both). Each exhibit filing shall also be named or described in the Odyssey filing system such that it is clear which filing the exhibits are attached to (example: "Exhibits to Motion for Summary Judgment"). Filing all related exhibits together in a single file on the Odyssey filing system is preferred.

Papers and filings not meeting these requirements **may be stricken**. Leave to submit motion briefing papers exceeding these page limits will be allowed only in rare instances and upon a showing of good cause. No supplemental briefs or citations may be filed without leave of court. Citations to Illinois reviewing court cases shall be to the official reporter. Citations to unreported cases (not including Illinois Appellate Court cases) must include both the LEXIS and Westlaw reporters.

VII. TRIAL

Once set, trial dates are firm and will not be rescheduled absent compelling circumstances. Any motion to continue a trial under Supreme Court Rule 231 must be supported by a specific, detailed

affidavit and be made by written motion no less than five days before the date set for commencement of the trial.

Depending on the nature of the case, the court may schedule a final pretrial conference shortly prior to trial. Regardless of whether a final pretrial conference is scheduled, parties must exchange and deliver to chambers, via emailing ccc.chancerycalendar9@cookcountyl.gov, the final pretrial memorandum ten days prior to trial or seven days prior to the final pretrial conference, whichever is earlier. The purpose of this memoranda is to identify the issues to be decided at trial, ensure that essential trial preparation is done in a timely fashion, and eliminate unnecessary delays during the course of the trial.

The final pretrial memoranda must contain the following:

- The estimated length of trial.
- A short statement of the case, specifying the claims and defenses to be tried.
- A list of all potential witnesses, indicating who will and who may be called to testify.
- A statement of all facts stipulated to by the parties.
- Copies of any Supreme Court Rule 216 requests to admit and responses thereto that any party anticipates using at trial.
- A table of exhibits a party intends to use at trial, which shall include any understanding counsel may have regarding stipulations or agreements as to foundation and/or admissibility.
- An affidavit of compliance with all Supreme Court Rule 237 notices and a statement of all outstanding disputes regarding such notices.
- Parties expecting to offer opinion testimony shall tender a copy of any responses to Supreme Court Rule 213 interrogatories and deposition testimony that will support the opinion testimony to be offered at trial.
- A statement of law governing the issues in the case, with citation to legal authorities.
- A certification by each party that (s)he has examined the docket and determined that no jury demand has been made or that, if such a demand was previously made, a written waiver has been executed.

At the conclusion of trial, the Court will instruct the parties whether they will be required to submit a post-trial brief and/or proposed findings of fact and conclusions of law.

VIII. COURT REPORTERS

The Court does not provide court reporters.

Any party desiring a transcript of proceedings of any matter heard on Calendar 9 is responsible for providing a private court reporter and providing the court reporter with access information for any remote hearing. A court reporter is essential to preserve the record, particularly in the case of dispositive motions and testimony taken at hearings and at trials.

IX. RECORDINGS OF PROCEEDINGS

Warning: Recording, photographing, videotaping, or other reproducing or saving Zoom court proceedings is strictly prohibited. If you wish to have an official report of proceedings, please

retain the services of a court reporter.

X. INTERPRETERS/TRANSLATORS

Any party who requires an interpreter must provide one at their own expense. Any indigent party who cannot afford an interpreter shall, at least at least five (5) days prior to the hearing, contact the Court about requesting an interpreter.

XI. RECUSAL

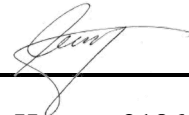
Judge Horan hereby discloses that she is a former partner at Hinshaw & Culbertson LLP, and her association with the firm ended in 2017. Judge Horan’s spouse is an attorney at Littler Mendelson, P.C. Judge Horan does not perceive these relationships result in bias in favor or against any party represented by or opposing these law firms. However, any party seeking a substitution of judge on the basis of these relationships under 735 ILCS 5/2-1001(a) should make such a motion prior to the time she has ruled on any substantial issue in the case.

XII. LEGAL ASSISTANCE

Free legal guidance is available from the following sources:

- www.ilcourthelp.gov
- Daley Center Help Desk, located on the concourse level of the Daley Center, 50 W. Washington St., Chicago, IL 60602

ENTER:



Hon. Cecilia A. Horan - 2186