

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

**STANDING ORDER FOR JUDGE JOHN H. EHRLICH
GENERAL CHANCERY CALENDAR 9
Daley Center—Courtroom 2008**

Effective: 27 August 2026

Telephone: 312-603-5926

Calendar 9 E-Mail:

ccc.chancerycalendar9@cookcountyil.gov

Courtroom Clerk: Jamie Neumann

Staff Attorneys:

Alex Mischke; Noah Zeyl

Zoom Information

Meeting ID: 956 5899 1093

Password: 129359

Call in: (+1)-312-626-6799

Zoom Link:

<https://circuitcourtofcookcounty.zoom.us/j/95658991093?pwd=VUYvQUZxcTA2K2x4YUhednpMTFBIQT09>

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

DAILY COURT SCHEDULE

EACH BUSINESS DAY

9:00 a.m. Clerk Status, including routine motions, no appearance required
9:30 a.m. Motion and Status Call, including emergencies
10:00 a.m. Motion and Status Call, including emergencies
10:30 a.m. Set Matters
11:00 a.m. Set Matters
11:30 a.m. Set Matters
1:00 p.m. Set Matters

COURT PROCEEDINGS

This court prefers and encourages in-person-in-court proceedings in courtroom 2008. This court understands, however, that most proceedings will be conducted via Zoom video conference. Ill. S. Ct. R. 45.

Check in with the clerk before the start time by using the “chat” icon. Indicate the case name, number, and the party you represent. Keep the video device off and the sound muted until your case is called.

CASE MANAGEMENT CONFERENCES AND STATUS CALLS

The Cook County Clerk's office automatically schedules an initial case management conference 60-90 days after the filing of a complaint. Attorneys familiar with the case and self-represented litigants must appear for all initial and subsequent case management conferences and status calls. If some or all parties have already appeared before the initial case management date, that date will be stricken.

At the initial case management conference, the parties must be prepared to discuss the nature of the case, whether parties have been served, settlement negotiations, third-party pleadings, and expected motion practice. After a case management or status call, the parties are to confer and agree to a proposed order reflecting this court's ruling. The agreed-to draft order in Microsoft Word format must be e-mailed to all parties and the court the day of the hearing. Proposed orders in any other format are unacceptable. Formatting rules, as explained below, apply. This court will make any necessary changes before signing and entering the order in the electronic docket.

MOTIONS

Generally

All motions, except emergency motions *ex parte*, must be filed and noticed for presentment through the Cook County Clerk's office or, for parties with an e-filing exemption, in Daley Center room 802. All motions, except routine and agreed motions, must be presented within 90 days of filing. Circuit Court Rule 2.3.

At least five business days before presentment, a courtesy copy of the notice of motion, the motion, and any exhibits must be both e-mailed to this court and a paper copy of the submissions placed in the basket outside courtroom 2008. Notice to all parties must comply with Circuit Court Rule 2.1.

After a party presents a motion, an order will be entered setting a briefing schedule and a clerk status date, set by a staff attorney, after the last brief has been filed. On the clerk status date, the parties are to provide this court with their respective submissions, at their own expense, both by e-mail and by placing a paper copy of the submissions in the basket outside courtroom 2008. Exceptions may be made for motions that attach voluminous exhibits.

An argument date, if any, will be set by this court on the clerk status date. Arguments will be heard in person in court unless otherwise provided.

Motions may also be brought at any regularly scheduled court proceeding. Such motions must be filed and noticed as with any other filing. The notice of motion and the motion must be supplied at least five business days before the scheduled proceeding, as explained above.

Parties wishing to issue an alias summons do not need leave of court and may issue a summons at any time after commencement of the suit. Ill. S. Ct. R. 103(a).

Routine and Agreed Motions

Routine or agreed motions do not need to be noticed for presentment and do not require a court appearance. General Administrative Order 20-9 §3.6(B) defines what constitutes a routine motion. Routine and agreed motions must include a proposed court order. Routine and agreed motions include:

- Motions to vacate a technical default and for time to plead
- Motions for leave to file *instante* or within 28 days an answer or any other pleading after the permitted time has expired
- Motions for leave to file an appearance
- Motions for leave to file an amended pleading against an existing party
- Motions to substitute attorneys
- Motions to admit out-of-state attorneys pursuant to Illinois Supreme Court Rule 707
- Motions for agreed briefing schedules
- Petitions for administrative review
- Motions for a voluntary non-suit by a plaintiff, if there is no pending counterclaim or dispositive motion, 735 ILCS 5/2-1009
- Petitions for the issuance of a subpoenas in out-of-state cases
- Motions to dismiss pursuant to settlement

Motions to withdraw without substituting counsel are not routine motions. Motions to dismiss all or part of a class action are not routine motions. Motions to appoint a special process server are no longer necessary. 735 ILCS 5/2-202(a).

A party may object to a routine motion by informing this court before 9:00 a.m. The objecting party must have a good faith basis for objecting. If an objection is granted, the proposed order will not be entered, and the movant must reschedule the motion as with all other motions.

Emergency Motions and Motions for Temporary Restraining Orders

Emergency motions, including those seeking injunctive relief, must explain in detail why existing circumstances require emergent relief. Compliance with the Code of Civil Procedure is mandatory. 735 ILCS 5/11-101 *et seq.* The movant must establish that the existing circumstances were not reasonably foreseeable and could lead to irreparable harm if relief is not granted. Emergencies do not include matters that have become emergent because of a party's own failure to exercise due diligence.

Emergency motions and all exhibits must be e-mailed to the court. A non-file-stamped version is sufficient. This court's staff will then contact the parties to inform them whether this court will hear the motion on an emergent basis and, if so, when. After receiving the date and time for the hearing, the movant must file a notice of motion with that pertinent information and deliver it expeditiously to all parties.

Motions for temporary restraining orders are to be presented as with all other emergency motions. Such motions are granted only in exceptional circumstances. The movant must notify all parties of the date and time of the hearing unless immediate and irreparable

harm will result before notice can be provided, in which case an *ex parte* hearing will proceed.

Motions for Default

As to default motions, each party that has been served, regardless of an appearance, must be given notice. Circuit Court Rule 2.1. A default motion must attach must include:

- The sheriff's return of service or a process server's affidavit
- A copy of the notice of motion, motion, summons, complaint, and exhibits
- A certification that within the last five business days an attorney or self-represented litigant searched for appearances in their file and the electronic docket
- If the defaulting party is an individual, an affidavit in compliance with the Federal and the Illinois Service Members Civil Relief Act. 50 U.S.C. §§ 3931-3939; 330 ILCS 63/1 *et seq.*
- A proposed draft order

At least five business days before presentment, motions for default are to be provided to this court by e-mail and by placing a paper copy in the basket outside courtroom 2008.

DISMISSAL ORDERS

Dismissal orders must state unambiguously that the case is disposed of, that the order is a final order, and that all future dates are stricken. If this court is to retain jurisdiction for any reason, that reason must be explained. Dismissal orders do not require a notice of motion or motion.

SUBMISSIONS, EXHIBITS, CITATIONS, AND ARTIFICIAL INTELLIGENCE

All written submissions are to be double spaced in 11-point or larger Century Schoolbook font only. Text is to be surrounded by one-inch margins and numbered at the center bottom of each page save the first. Memoranda supporting motions and responses are limited to 15 pages with replies limited to seven pages. Page extensions and additional pleadings must be approved by this court prior to filing and will be granted only for good cause.

Exhibits are to be tabbed or separated by colored paper with an identifier. Exhibits should be filed as a single entry in the electronic docket.

All legal citations must comply with the latest edition of "The Bluebook." Citations to unreported court decisions, excluding the Illinois Appellate Court, must be to LEXIS system-generated format exclusively.

Citations, holdings, and quotations hallucinated by artificial intelligence will result in the submission being stricken and may result in sanctions being imposed.

PRETRIALS, TRIALS, AND EVIDENTIARY HEARINGS

This court encourages parties to participate in pretrial conferences for the purpose of settling a case. Dates and times for such conferences should be requested via e-mail. Pretrial conferences will not be scheduled unless the parties have exchanged a demand and an offer. Pretrial conferences are held in person in chambers. All parties must agree that

the discussions or actions taken at a pretrial conference will not serve as a basis for a substitution of judge.

Apart from any other pretrial conference, this court will generally schedule a pretrial conference before the trial date. At least five business days before a pretrial conference, the parties are to deliver by e-mail and in a paper copy a joint, final pretrial memorandum. A pretrial memoranda must include the following information:

- The parties' estimated length of the trial;
- A concise statement of the case, specifying the claims and defenses;
- A list of all witnesses, potential witnesses, and the names of persons who will be mentioned through the testimony of others;
- A list of all stipulated facts;
- All Supreme Court Rule 216 requests to admit and responses;
- Each party's exhibit list, explaining any stipulations, agreements, or objections;
- Affidavits of compliance with Supreme Court Rule 237 notices and a statement of all outstanding disputes;
- All Supreme Court Rule 213(f)(1), (2), and (3) interrogatories and responses as well as deposition testimony supporting opinions to be presented at trial;
- A statement of the law governing the issues in the case with pertinent citations;
- Certifications from each party that no jury demand has been made or that a written waiver has been executed.

If a matter is proceeding to trial, the pretrial materials must also include all motions *in limine*. The parties are required to have discussed the motions *in limine* before the pretrial conference. The parties must also be prepared to discuss any technology to be used. All attorneys and self-represented litigants must be in person in court for any pretrial unless otherwise provided.

All trials are held in person, in court unless otherwise provided.

This court will instruct the parties at the conclusion of a trial as to whether they are to submit post-trial briefs or proposed findings of fact and conclusions of law.

Trials will not be rescheduled absent compelling circumstances. A motion to continue a trial pursuant to Supreme Court Rule 231 must be supported by a detailed affidavit and presented by written motion no less than five business days before the scheduled trial date save for emergencies.

COURT REPORTERS AND TRANSCRIPTS OF PROCEEDINGS

This court does not provide court reporters or bystander reports prepared pursuant to Illinois Supreme Court Rule 323(c). A party wishing to have an official report of court proceedings must retain a court reporter in advance at the party's expense and provide the court reporter with Zoom access information. A party that fails to obtain an official transcript necessary to create a record does so at the party's own peril. The recording, photographing, videotaping, reproducing, or saving of any court proceeding other than by an official court reporter is strictly prohibited. Ill. S. Ct. R. 63(a)(8).

INTERPRETERS

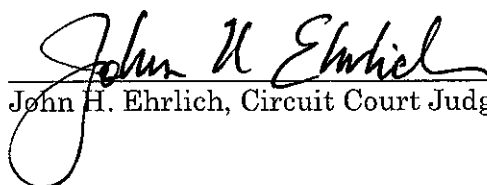
A party must provide at their own expense an interpreter, if needed. A party who cannot afford an interpreter must contact this court's at least at least five days before a hearing to ask about interpreter services.

LEGAL ASSISTANCE

Copies of entered court orders and other filed submissions may be obtained either from the Circuit Court Clerk's online filing system or through the Clerk's courtesy copy e-mail notification system. In either case, please contact the clerk of the circuit court to obtain information as to how you may obtain copies of entered orders and other submissions.

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
- Illinois Legal Online: illinoislegalaid.org
- CARPLS Legal Aid Hotline: 312-728-9300
- Legal Aid Chicago: 312-341-1070


John H. Ehrlich, Circuit Court Judge

