

Standing Order for Calendar 10J in the Child Protection Division of Cook County Juvenile Court

From: Judge Levander Smith, Jr., Effective Date: **September 8, 2025**, *superseding all prior Orders*

FEE PETITIONS:

1. To be heard, the **file stamped** fee petition is to be provided to and scheduled through the acting courtroom coordinator. After it is scheduled, it is to be placed in the 10J shared drive and placed on the court red book and docket sheet. Then, the court will be emailed a copy.
2. Proper notice is only to the Office of the State's Attorney and the court, via the Acting Courtroom Coordinator.
3. The petition **MUST** be in compliance with IL Supreme Court Rule 299, General Order No. 26, 750 ILCS 5/508 and all applicable case and statutory law.
4. Fee Petitions are generally approved (or not) at the beginning of the day's court call, only for petitions scheduled anytime for that day. The State shall be prepared to address any objections to the petition at that time. Upon request or the court's motion, the petition may be heard on record that same day.
5. Running totals of all amounts awarded are to be included in each filed fee petition for all cases assigned to bar attorneys on August 1, 2025 & thereafter, in calendar 10J cases.

MOTIONS:

6. **All written motions must FIRST be file-stamped and THEN presented to the acting courtroom coordinator who will schedule it and provide the court with a copy, and all written motions must state supporting facts and cite applicable legal authority.** They may otherwise be stricken or re-scheduled for proper presentation.
7. Oral motions for any type of **Parent/Child visits** and **Return Home under an Order of Protection** may be incorporated into a permanency hearing (PH); otherwise, the motion must be filed with proper notice to the parties, following #5 above.
8. Motions for **Return Home, heard as part of a PH, and Motions for Case Closure, heard as part of a Progress Report on an Order of Protection**, may be oral motions. Otherwise, these motions must be filed with proper notice to the parties, following #5 above.
9. **EMERGENCY MOTIONS** must always be in writing and meet the requirements of Cook County Rule 13.4(a)(ii)b—(*sudden or unforeseen circumstances with an affidavit for the particular reason why the matter takes precedence*) and must follow step 1 above, where practicable. Otherwise, a file-stamped copy of the emergency motion is to be tendered to the court and parties as soon as possible, regardless of any ruling or continuance entered.

OTHER:

10. **Attorneys are to place all orders in the 10J share drive no later than an hour after court is adjourned, including during duty week. Each work day, before noon, the deputy clerk assigned to 10J will email to the court a link of all of the orders placed in the share drive from the prior court day.**
11. Orders returned to 10J attorneys for changes are to be amended and emailed to the court and copied to the parties and the deputy clerk by 4:00p.m. of the same business day.
12. The attorneys are NOT to include the court in email chains. The court coordinator will select which chains, if any, to share with the court.
13. Exhibits & motions emailed to the court must include the hearing date and time in the email or document.