

**CIRCUIT COURT OF COOK COUNTY
CHILD PROTECTION DIVISION
CALENDAR 14N**

JUDGE PAMELA SAINDON

Court Coordinator: Brein.Brown@cookcountyil.gov

STANDING ORDER

I. General Information for Zoom

- a. You should be in a private and quiet location. Private computer stations are available in the courthouse.
- b. When signing into Zoom, please post your name, title, and the name of the case you're appearing on, for example, John/Jane Doe, Case Worker, Smith Case.
- c. If you are testifying, please turn on your audio and video.

II. Motions

a. Non-emergency

- i. Please contact the Court Coordinator to schedule a motion date/time unless the motion is being presented at an already scheduled time.
- ii. Notice and manner of service should comply with Illinois Code of Civil Procedure, Supreme Court Rules, and Cook County Circuit Court Rules.
- iii. The movant must tender courtesy copies of the motion or pleading with responsive briefs, pleadings and exhibits to the Court Coordinator at least TWO (2) business days before a contested matter is set to be heard.
- iv. Courtesy copies of motions must be uploaded in Sharepoint for the date the motion will be heard.
- v. If a motion is continued to a future date, the motion must be uploaded into Sharepoint for the future date.
- vi. The motion must state, with particularity, the supporting facts and legal authority upon which all arguments are based, with a copy of all such relevant legal authority attached.

b. Emergency Motions

- i. Must be filed and scheduled with the Court Coordinator for Cal. 14N
- ii. Must contain the word "Emergency" in the heading, and per Cook County Rule 13.4 (a)(ii)b: Provide "[f]acts identifying the nature of the sudden or unforeseen circumstances which give rise to the emergency and the reason why the matter should take precedence shall be stated with particularity in an affidavit or verification in support of the emergency motion."
- iii. When such motions are filed, the court may determine whether an emergency exists when the court receives the motion or at the time of

its presentment. If a motion is deemed to not be an emergency, such motion will be set a later date.

- c. Any motion that fails to comply with the above orders may be stricken or reset.**

III. Exhibits

- a. Written reports/evaluations/assessments offered into evidence shall be tendered to all parties and the court at least 48 hours prior to the scheduled hearing date and uploaded into the Proposed Exhibits folder on Sharepoint for the date the matter will be heard or they may be stricken.**
- b. The Court may hold a status on document production (reports/evaluations/assessments) that will be offered into evidence one week prior to a hearing date .**

IV. Hearings

- a. As provided in the Juvenile Court Act, foster parents shall be given notice of any hearing wherein the custody or status of the minor maybe changed.**
- b. This Court retains discretion to deem whether the hearing is so critical as to be heard in person.**

V. Orders

- a. Bar attorneys are required to prepare all proposed orders, including continuance orders, orders on motions, and fee petition orders and upload them into Sharepoint.**
- b. All court orders shall comply with the Court's findings and rulings.**
- c. All proposed orders for prove-ups must be provided to the Judge via email no later than a day before the matter is heard.**

VI. Fee Petitions

- a. The attorney presenting the petition must notice the Office of the State's Attorney with at least one courtesy copy to the Court Coordinator who will provide it to the court.**
- b. The petition must comply with**
 - i. Illinois Sup. Ct. Rule 299**
 - ii. General Order no. 26**
 - iii. 750 ILCS 5/508**
 - iv. Judge Balanoff's Admin. Order 21-1**