

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

ADMINISTRATIVE ORDER 2007 – 12

SUBJECT: COUNTY DIVISION MOTION DESK

Effective August 1, 2007, the Clerk of the Circuit Court will activate a centralized Motion Desk for the County Division. The Desk is located in Room 1202 and will operate during regular business hours. Attorneys will be able to file and schedule hearings on all cases in the County Division regardless of the Calendar to which it is assigned at the Motion Desk. Attorneys will no longer be required to seek out each individual Calendar's Clerk to schedule hearings. Motions in adoption related cases should not be filed or scheduled at the Motion Desk. Due to the confidential nature of these proceedings, the current practice of scheduling matters in Room 1701 shall continue.

The computer system has been blocked to prevent scheduling of cases where the judge assigned to the Calendar is absent due to a Mental Health Court Assignment (Calendar 2), vacation or other reason. In scheduling a date for initial presentment, counsel is reminded that a complete schedule of court dates, times and courtrooms for the several calendars through December, 2008 can be found on the Court's website:
www.cookcountycourt.org.

Motions can be scheduled for initial presentation on the several calendars as follows provided the Calendar is scheduled to a courtroom on that day and time:

Calendar 1	Daily at 9:30 a.m. and 1:30 p.m.
Calendar 2	Daily at 9:30 a.m. ¹
Calendar 3	Daily at 10:30 a.m.
Calendar 4	Monday 2:00 p.m.; Tuesday 10:00 a.m.; Thursday 10:00 a.m.
Calendar 5	Wednesday at 2:00 p.m. and Fridays at 10:00 a.m.
Calendar 6	Monday, Tuesday, Wednesday, and Friday at 10:00 a.m.

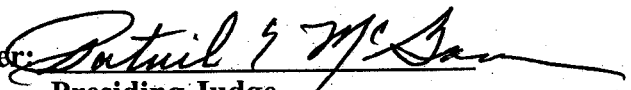
¹ Calendar 2 convenes Monday, Wednesday, Thursday and Friday at Building K, Chicago Reed Mental Health Facility, 4200 N. Oak Park Avenue, Chicago, Illinois; and Tuesdays at 9:30 a.m. in Room 10, Mimosa Building, Tinley Park Mental Health Facility 7400 W. 183rd Street, Tinley Park, Illinois.

Calendar 7	Tuesday, Wednesday, Thursday at 10:00 a.m. and 2:00 p.m.
Calendar 8	Regular Motions: Monday, Wednesday and Friday at 10:00 a.m.; Tuesday and Thursday at 1:30 p.m. Motions to declare a "Sale in Error: Monday, Wednesday and Friday at 10:30 a.m.
Calendar 9	Tuesday, Thursday and Friday at 10:30 a.m.
Calendar 10	Tuesday, Wednesday, Thursday, and Friday at 10:00 a.m.
Calendar 11	Daily at 9:00 a.m.

The receiving clerk will docket and scan the filings as received so that the Court's records will be current. Until further notice, attorneys are requested to deliver a courtesy copy of the Motion and Notice indicating the date selected for initial presentment no later than 4:00 p.m. to the Presiding Judge's Office, Room 1701, at least two business days prior to the scheduled date of initial presentment for delivery to the judge presiding over the Calendar.

Routine Motions not requiring a court appearance; e.g., appointment of a special process server, substitution of counsel with appearance of new counsel, filing an amended pleading, or Ex Parte Motions not requiring notice may be delivered to the Presiding Judge's Office no later than 4:00 p.m. on the business day prior to the requested date of entry. Counsel should deliver the original motion, a courtesy copy of the motion, a completed Notice of Motion clearly delineated as "Routine Motion" together with an original and at least one copy of the proposed order. Counsel may include such additional copies for file stamping and return, as desired. The motion shall be scheduled for presentment in accordance with the above schedule. Pre-filing at the Motion Desk of these motions is not required. Where an order is entered without notice, Counsel must comply with the requirements of Rule 2.2 (b) of the Circuit Court of Cook County.

Emergency Motions shall be noticed in accordance with the Rules and the established Calendar Schedule as posted at www.cookcountycourt.org.

Enter: 
 Presiding Judge
 County Division

