

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

**ADMINISTRATIVE ORDER 2007 – 14**

**SUBJECT: CENTRALIZED SCHEDULING PROCEDURES  
EFFECTIVE NOVEMBER 6, 2007**

**1. Scheduling of Regular or Routine Motions**

Except for cases assigned to Calendars 1 and 2 of the County Division, counsel desiring a hearing on a regular motion on a date other than previously set by the Court must schedule a court appearance on the designated Calendar's Motion Call at the County Division Motion Desk located in Room 1202 of the Richard J. Daley Center. Courtesy copies of all motions together with a copy of the notice of motion should be delivered to the Office of the Presiding Judge of the County Division Room 1701 Richard J. Daley Center no later than 12:00 p. m. on the business day prior to the date upon which the motion is scheduled to be heard. The courtesy copy will be delivered to the judge assigned to the Calendar upon which the case pends by County Division staff.

Regular motions in cases pending on Calendar 1 should be scheduled in accordance with the procedure set out in the Standing Order governing adoption related cases.

Routine Motions in cases pending on any Calendar, other than Calendars 1 or 2, may be resolved without a court appearance. Courtesy copies of all Routine Motions, the Notice of Motion and the proposed Order should be delivered to the Presiding Judge's Chambers, Room 1701, no later than 4:00 p.m. on the court date prior to the scheduled hearing date for delivery to the assigned judge. If no objection is raised, the Order will be entered on the call for which the motion is scheduled. Orders will be available for pick up on the next business day as noted below in Paragraph 4. Objections to Routine Motions can be made by telephone to the Presiding Judge's Office (312.603.6194) in the afternoon of the business day prior to the date scheduled or by 9:00 a.m. on that date. If an objection is

received, no order will be entered, movant's counsel will be notified by telephone and required to reschedule the matter as a regular motion. Routine Motions need not be scheduled at the County Division Motion Desk. Nothing in these procedures changes the manner in which routine motions are processed as set out in Standing Order No. 1 for Calendar 1.

The following motions are considered routine and may be resolved without a court appearance:

- To File Amended Petition (with proposed pleading attached; Counsel should consider the impact of Supreme Court Rule 105, when filing such motions);
- Order of Default (Notice is required to all Parties not in Default). All such Motions seeking relief against any individual defendant must be accompanied by a Military Affidavit;
- Order allowing substitution of counsel with appearance by new counsel in cases where no trial date has been scheduled;
- Order allowing appearance by additional counsel in cases where no trial date has been scheduled;
- Motion to Amend Judgment (correct typographical error, must show receipt for payment of statutory fee);
- Appointment of Special Process Server;
- Permission to Sue or Defend as an Indigent Person (Must use Forms CCG689 and CCG 689 B);

## **2. Emergency Motions**

Emergency Motions in all cases pending in the County Division, except in those cases assigned to Calendar 2, may be scheduled telephonically or in person with members of the Presiding Judge's staff. If practicable, courtesy copies of all motions together with a copy of the notice of motion should be delivered to the Office of the Presiding Judge of the County Division Room 1701 Richard J. Daley Center no later than noon on the business day prior to the date upon which the motion is scheduled to be heard. The courtesy copy will be delivered to the judge assigned to the Calendar upon which the case pends by County Division staff.

### **3. Scheduling Matters after Transfer from an Assignment Call**

If for any reason, a matter is re-assigned from one Calendar to another within the County Division, counsel must schedule the matter for initial hearing before the newly designated Calendar. This can be done by scheduling the matter in the Presiding Judges Office, Room 1701, on any regular court day from 9:00 a.m. and 4:30 p.m. Counsel should be familiar with the Calendar's court room assignments and times (available at [www.cookcountycourt.org](http://www.cookcountycourt.org)) prior to scheduling the court hearing. County Division Staff will cause the matter to be placed on the judge's personal calendar. Once the date and time has been selected, counsel should prepare an order with sufficient copies for entry by the judge. This will cause the matter to appear on the Calendar's call on the selected date. The order will be entered by the judge in due course. Copies will be available as noted below at paragraph 4. Courtesy copies of all pleadings necessary for the Court's review should be left with staff for delivery to the appropriate judge. The Presiding Judge's office will not schedule motions. Motions to be heard on a date for which the case is not already set for hearing or status must be scheduled at the County Division Motion Desk in Room 1202 for cases assigned to all Calendars except Calendar 1 and 2.

If a matter is not concluded by entry of a final order, the case should be given a future court date before the Calendar to which it is assigned. Copies of all orders not disposing of a case shall be delivered by the courtroom clerk to Room 1701 for calendaring by noon on the court day after the hearing date.

#### 4. Copies of Orders

Copies of orders entered on routine motions or scheduling court hearings after transfer from an assignment call or ruling on a Routine Motion will be available for pick up in Room 1701 after 12:00 p.m. on the court day after the order was scheduled to be entered. These copies will be maintained in Room 1701 for two weeks after the date of entry. After that date, copies will only be available from the file in the Clerk's Office, Room 1202.

Dated this 1<sup>st</sup> Day of November and spread upon the records of this Court.

ENTER: \_\_\_\_\_

Patrick E. McGann  
Presiding Judge  
County Division

