

**STANDING ORDER
COUNTY DIVISION
CALENDAR 8**

**Judge Martha-Victoria Jimenez
Courtroom 1704 Richard J. Daley Center
martha-victoria.jimenez@cookcountyil.gov**

**All parties who have appeared must be copied on any email-correspondence
directed to the Court.**

Courtroom 1704 Ricard J. Daley Center

Zoom Meeting ID: 965 2561 6475

Passcode: 553663

Dial in: 312-626-6799

Administrative Assistance and Questions

312 603-6194 Kelly.wright@cookcountyil.gov

312-603-2492 Gloria.contreras@cookcountyil.gov

Court Appearances (Generally). All matters conducted in person will be heard in Courtroom 1704. Courtroom 1704 is equipped with Zoom conferencing. Except as provided elsewhere in this order or as otherwise ordered by the Court, consistent with Illinois Supreme Court Rule 45, and the General Administrative Order No. 2023-03, counsel and parties may choose to appear “in person” in Courtroom 1704 or remotely by Zoom.

Trials, Evidentiary Hearings and Oral Argument (In Person). Consistent with General Administrative Order 2023-03, **all** Trials, Evidentiary Hearings and Pre-Trial Settlement Conferences will be conducted in person in Courtroom 1704. Parties may request to appear remotely by motion filed in advance. Orders setting such matters must designate whether the matter will be held in person or remotely (or in a hybrid manner).

Status Hearings, Tax Deed Assignments, Tax Deed Prove Ups, Motion Calls, Vacate Tax Sale Petitions, Name Changes and Judicial Review of Administrative Decisions. Counsel and parties may appear in person or remotely, unless otherwise ordered by the Court. All notices and orders setting such hearings shall specify both the Courtroom location and Zoom ID and Password.

Motions: Motions and Notice of Motion shall be e-filed and served on all parties who have filed appearances. Courtesy copies of motions less than 15 pages (including exhibits) should be provided to the Court via email at Martha-Victoria.Jimenez@cookcountyil.gov no less than three (3) business days prior to motion presentment. The “re:” line of the email must contain the name of the party filing the motion, the case number and the date and time of the motion call. All parties must be copied on any email submissions. Discovery motions must include proof of compliance with Illinois Supreme Court Rule 201(k). **Hard courtesy copies are required for any filed motion/brief in excess of 20 pages** (including exhibits) and shall be delivered to the Calendar 8 mail slot outside Room 1701 by the moving party.

Courtesy Copies: Where briefing is ordered on a motion, **a complete hard copy set of all briefs (regardless of length)**, including all exhibits (in tab format), shall be delivered to the Calendar 8 mail slot in Room 1701 or to the deputy clerk in Courtroom 1704 by the Moving Party no later than five (5) business days before the hearing (unless otherwise set forth in the scheduling order).

Briefs. All briefs shall conform to the following page limitations: Opening and Response Briefs shall be no more than fifteen (15) double-spaced pages and Replies shall be no more than ten (10) double-spaced pages. Motions to file a brief in excess of these limitations must be filed in advance of the filing deadline.

Draft Orders: All draft orders reflecting the Court's rulings must be provided promptly to the Court for entry via email to Martha-Victoria.Jimenez@cookcountyl.gov following the appearance before the Court but no later than the close of business.

Inquiries regarding Entered Orders: Do not contact the Court regarding the status of entered orders. Parties may inquire about the status of order entry with the deputy clerk assigned to Room 1704 at Countycrt1704orders@cookcountycourt.com. Attorneys may also consult the Clerk of the Circuit Court Clerk's "CCC Portal" to gain access to the Court's electronic case files to determine if an order has been entered before contacting the deputy clerk.

Agreed Orders. The Court encourages the parties to reach agreements outside of court. If the parties have agreed to the entry of an Agreed Order, it may be submitted to the Calendar 8 mail slot in Room 1701 or via email to Judge Jimenez

Remote Appearances. Counsel and parties participating by Zoom are reminded that a remote court appearance should be treated with the same respect and dignity as an in-person court appearance. Counsel and parties are encouraged to participate from a quiet, private location with adequate lighting. Counsel and parties are expected to wear appropriate attire for remote court appearances.

Court Reporters. The parties are responsible for securing court reporters.

Inquiries. Any questions regarding scheduling or procedures should be directed to the County Division's Court Coordinator, Kelly Wright, at Kelly.wright@cookcountyl.gov or 312-603-6194.

Effective September 19, 2025

SCHEDULE
Judge Martha-Victoria Jimenez
Calendar 8
Daley Center Courtroom 1704

Zoom Meeting ID: 965 2561 6475

Passcode: 553663

Monday	9:30 Tax Deed Assignment Call
	10:00 Motion Call
	10:30 Vacate Tax Sale Call
	Afternoon Set Matters (by Court Order only)
Tuesday	Mental Health Trials (Set by Court Order only)
Wednesday	9:30 Tax Deed Assignment Call
	10:00 Motion Call
	10:30 Vacate Tax Sale Call
	2:00 Tax Deed Prove-Up Call
	2:00 Tax Objection Case Management Call
	2:30 Tax Deed Prove-Up Call
Thursday	10:00 Name Change Call
	Afternoon Set Matters (by Court Order only)
Friday	9:30 Tax Deed Assignment Call
	10:00 Motion Call
	10:30 Vacate Tax Sale Call
	11:00 Tax Deed Prove-Up Call
	11:30 Tax Deed Prove-Up Call