

STANDING ORDER
COUNTY DIVISION—CALENDAR 9
JUDGE ANNA M. LOFTUS
Courtroom 1702 Richard J. Daley Center
anna.loftus@cookcountyil.gov

Zoom Meeting ID: 963 9239 3803

Passcode: 043502

Dial in: 13126266799

Link: <https://circuitcourtofcookcounty.zoom.us/j/96392393803?pwd=NFNaMG53UThZSnR4U0YrTWkxUT09>

Courtroom Clerk:

countycrt1702orders@cookcountycourt.com

Administrative Assistance Inquiries:

Ms. Kelly Wright – kelly.wright@cookcountyil.gov - (312) 603-6194

Ms. Gloria Contreras – gloria.contreras@cookcountyil.gov – (312) 603-2492

This Standing Order applies to all matters pending on Calendar 9. This Standing Order should be read to be consistent with Supreme Court Rule 45 as well as all Administrative Orders issued by the Chief Judge and the Presiding Judge of the County Division.

Adoption Initial Presentments (Remote). All Adoption Initial Presentments for Calendar 9 cases will be heard remotely using the Courtroom 1702 zoom meeting ID set forth above. If a party and their invited guests wish to appear in person for an initial presentment, counsel must notify the Adoption Coordinator, Gloria Contreras, gloria.contreras@cookcountyil.gov in advance of the hearing date. The Court may order the in person hearing to take place in Room 1703 or Room 1702 depending on courtroom availability.

Trials, Evidentiary Hearings and Pre-Trial Conferences. Consistent with General Administrative Order 2023-03, all Trials, Evidentiary Hearings and Pre-Trial Settlement Conferences will be conducted in person in Courtroom 1702. Parties may request by motion filed in advance to appear remotely. Orders setting such matters must designate whether the matter will be held in person or remotely. The parties are responsible for securing court reporters.

Status Hearings, Tax Deed Prove Ups, Motion Calls and Name Changes. Counsel and parties may choose to 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 shall be e-filed and notice of motion served on all parties who have filed appearances. Unless voluminous (see below) courtesy copies of motions should be emailed to Judge Loftus no less than **three** business days in advance of the motion hearing. 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).

Draft Orders: All draft orders reflecting the Court’s rulings must be provided promptly to the Court for entry following the appearance before the Court, but no later than the close of business. Orders may be submitted in person to the Calendar 9 mail slot outside of Room 1701 or by email to Judge Loftus in pdf format. All parties must be copied on any email submissions.

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 9 mail slot outside Room 1701 or emailed to Judge Loftus for entry.

Inquiries regarding Entered Orders: Please 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 1702 at countycrt1702orders@cookcountycourt.com. After the Orders have been entered, attorneys should be able to retrieve them from the Odyssey system. Orders for Election cases and Name Changes may be emailed to litigants.

Courtesy Copies. Hard copy courtesy copies are required for any Motion or Brief in excess of 20 pages (including exhibits). Where briefing is ordered on a motion, a complete hard copy set of all briefs (regardless of length), including all exhibits, shall be delivered to the Calendar 9 mail slot outside of Room 1701 by **the Moving Party** no later than five (5) business days before the hearing (unless otherwise set forth in the scheduling order).

Courtesy Copies (Adoption Matters). Courtesy Copies of materials required for Initial Presentments and Hearings, and draft orders shall be emailed or delivered to the Adoption Coordinator, Gloria Contreras at Gloria.contreras@cookcountyil.gov.

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@cookcountyil.gov or 312-603-6194. Inquiries regarding adoption matters should be directed to the Adoption Coordinator, Gloria Contreras at Gloria.contreras@cookcountyil.gov or 312-603-2492.

Effective July 31, 2025

SCHEDULE FOR JUDGE LOFTUS

CALENDAR 9

ZOOM MEETING ID: 963 9239 3803, PASSCODE: 043502

DALEY CENTER COURTROOM 1702

MONDAY: 10:00 Motion Call

11:00 Mental Health CMC

2:00 Tax Deed Prove Ups

2:30 Tax Deed Prove Ups

TUESDAY: 9:30 Set Mental Health Trial Call

1:30 Set Mental Health Trial Call

WEDNESDAY: 10:00 Motion Call

11:00 Name Change Call

THURSDAY: 8:45 Adoption Routine Motions

9:30 Set Motions/Status

10:00 Initial Presentment

10:30 Initial Presentment

11:00 Initial Presentment

11:30 Initial Presentment

12:00 Adoption Consents

1:30 Initial Presentment - Adoption

FRIDAY: 10:00 Tax Deed Prove Ups

10:30 Tax Deed Prove Ups

11:00 Name Change Call