

STANDING ORDER
COUNTY DIVISION—CALENDAR 10
Judge Viviana Martinez
Courtroom 1706 Richard J. Daley Center

Zoom Meeting ID: 977 2570 0908
Passcode: 821555
Dial in: +1 309 205 3325

This Standing Order applies to all matters pending on Calendar 10. This Standing Order should be read to be consistent with Illinois Supreme Court Rules and Administrative Orders issued by the Chief Judge and the Presiding Judge of the County Division.

Court Appearances. All Trials, Evidentiary Hearings and Pre-Trial Settlement Conferences will take place in person in courtroom 1706 or another courtroom depending on availability and technology needs, unless otherwise specified in the orders setting such matters.

All other hearings will be conducted in a hybrid manner allowing for participation in person or remotely using the zoom meeting ID and passcode set forth above. Counsel and parties are required to have a working camera, microphone, and stable internet connection in order to appear remotely. 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.

Scheduling. All Trials, Evidentiary Hearings and Pre-Trial Settlement Conferences will be scheduled by the Deputy Clerk on either Mondays at 11am or 1pm, or Fridays at 1pm, as the Court's schedule permits, pursuant to a written court order entered in advance. Orders setting such matters must designate whether the matter will be held in person, remotely, or in a hybrid manner. Failure to specify will result in having the Trial, Evidentiary Hearing or Pre-Trial Settlement Conference conducted in person in courtroom 1706 or another courtroom depending on availability and technology needs.

All other matters should be scheduled by the parties via the Odyssey system. E-file a Notice of Hearing in Odyssey and choose a date when Calendar 10 hears the relevant type of matter when the motion/hearing date/time box appears. If additional time is needed, or an alternative date/time is required, please email the Deputy Clerk with your request; matters will not be scheduled by the Deputy Clerk except pursuant to a written court order.

Motions and Briefs. Motions shall be e-filed and a Notice of Motion shall be served on all parties who have filed appearances. Discovery motions must include proof of compliance with Illinois Supreme Court Rule 201(k). 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. Courtesy copies of motions are due no less than fourteen (14) days in advance of the motion hearing. The moving party shall deliver hard copies of motions in excess of 20 pages (including exhibits); and, hard copies of all briefs where briefing is ordered on a motion, regardless of length, to the Court by personal delivery to the Calendar 10 mail slot outside of Room 1701 or to the Deputy Clerk in Courtroom 1706 no later than fourteen (14) days before the hearing (unless otherwise set forth in the scheduling order). Courtesy copies of all other motions should be provided to the Court via email; and, the "re:" line of the email must contain the case number, and the date and time of the next Court appearance.

Court Reporters. The parties are responsible for securing court reporters and requesting language interpreters in advance, as needed. Failure to do so will result in the matter being continued by order of court.

Draft Orders. All Draft Orders reflecting the Court’s rulings must be provided promptly to the Court for entry, no later than the close of business on the day of the Court appearance. Please allow fourteen (14) days for entry and processing of Orders. Proposed Agreed Judgment Orders in Tax Objection cases must be accompanied by the Schedule A form at the time of submission, but need not include a copy of the Memorandum of Settlement. Proposed Tax Deed Orders must be accompanied by a copy of the Application, the transcript from the Prove-Up Hearing, and any other supporting documents of relevance at the time of submission. Any Affidavits of Inspection must include a specific date of inspection, within the notice serving period.

Agreed Orders. The Court encourages the parties to reach agreements outside of court. However, Agreed Orders and emails submitting them are not a substitute for court appearances. In other words, if in your submission email you are asking the court a question or providing information to the Court not contained in the Agreed Order, the Agreed Order should be submitted in open court where the Court and the parties can discuss the matter. If the parties have agreed to the entry of an Agreed Order, Agreed Orders should be provided to the Court via email. Please allow fourteen (14) days for entry and processing of Orders.

Inquiries. Any questions regarding scheduling or procedures should be directed to the County Division’s Administrative Assistant, Kelly Wright. **No Inquiries regarding status of Orders should be made directly to Judge Martinez at either her personal email or the calendar 10 email address.** Attorneys must 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. Thereafter, Parties may inquire about status of order entry with the Deputy Clerk assigned to Room 1706.

Contacts.

Deputy Clerk CountyCRT1706orders@cookcountycourt.com

Court Coordinator Kelly Wright Kelly.Wright@cookcountyil.gov or 312-603-6194

Judge Viviana Martinez Viviana.Martinez2@cookcountyil.gov

Calendar 10 Schedule.

Monday

11:00AM Set Matters
01:00PM Set Matters

Tuesday

09:30AM Tax Objections
11:00AM Mental Health Case Management
01:00PM Motions
01:30PM Tax Deed Prove-Ups

Wednesday

09:30AM Mental Health Trials
01:30PM Mental Health Trials / Civil Asset Forfeiture Case Management

Thursday

11:00AM Motions
01:00PM Tax Deed Prove-Ups
01:30PM Civil Asset Forfeiture Trials

Friday

12:00PM Name Changes
12:30PM Name Changes
01:00PM Set Matters

Effective June 5, 2026