

STANDING ORDER
COUNTY DIVISION—CALENDAR 7
Judge Corinne Cantwell Heggie
Courtroom 1704 - Richard J. Daley Center
corinne.heggie@cookcountyil.gov

Zoom Meeting ID: 986 9592 1385
Passcode: 539505
Dial in: 312-626-6799

Courtroom Clerk

Janell Jones - countycrt1704orders@cookcountycourt.com

Administration

Kelly Wright – kelly.wright@cookcountyil.gov (312) 603-6194
Gloria Contreras – gloria.contreras@cookcountyil.gov (312) 603-2492

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

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 7 mail slot located outside of Room 1701 or emailed to corinne.heggie@cookcountyil.gov. When an email submission attaching an agreed order contains questions or provides information to the court, parties, or both, the agreed order with not be signed. All parties must be copied on any email submissions. Do not submit originals to the court.

Draft Orders: All draft orders reflecting the Court’s rulings must be provided to the Court for entry no later than 48 hours after the appearance. Orders may be submitted to the Calendar 7 mail slot located outside of Room 1701 or emailed to corinne.heggie@cookcountyil.gov. Parties submitting an order by email shall submit the order in word and pdf format. All parties must be copied on any email submissions. Do not submit originals to the court.

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 copying all parties.

Appearances – All: Counsel and parties will treat one another and everyone in the courtroom with civility. Counsel and parties participating by zoom shall act as if they are physically in courtroom 1704 of the Daley Center. Cameras should be on. Counsel and parties should be appropriately dressed, shall not be driving while their case is being called, and shall not take pictures, videos, or recordings while court is in session.

Appearances —Trials, evidentiary hearings and pre-trial conferences: Trials, evidentiary hearings and pre-trial settlement conferences will be conducted in person in Courtroom 1704. To appear remotely, parties may request it by motion filed in advance and scheduled through Odyssey on Calendar 7 with notice to all parties. Orders setting such matters must designate whether the parties seek leave for a remote or hybrid court appearance.

Appearances - Tax Deed Prove Ups, Name Changes, Motion Call, and Status Hearings: Counsel and parties may choose to appear in person or remotely, unless otherwise ordered by the Court consistent with Illinois Supreme Court Rule 45 and General Administrative Order No. 2023-03. All notices and orders setting such hearings shall specify both the Courtroom location and Zoom ID and Password. Tax Deed prove-ups are to be scheduled through Odyssey on Calendar 7.

Tax Deed Prove Ups. Do not submit originals to the court. Tax deed prove-ups are to be scheduled on Calendar 7 through Odyssey with notice to all parties with appearances in the case. Affidavits of Inspection must include a specific date of inspection. As to a request for tax deed subsequent to prove-up, a hard copy of a cover letter with copies to all required parties enclosing a copy of the transcript of prove up, proof of payment of taxes, all documents requested at the prove-up and the proposed order for deed.

Motions: Motions and notices of motion shall be e-filed and served on all parties who have filed appearances. Discovery motions must include proof of compliance with Illinois Supreme Court Rule 201(k).

Set Matters: Please contact the Courtroom Clerk or Administration to set a matter on Calendar 7.

Courtesy Copies:

Motions-A party that has filed a motion shall email corinne.heggie@cookcountyil.gov no less than three (3) business days prior to motion hearing attaching a file stamped copy of the motion. 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.

Motions or Briefs in Excess of 20 pages-The Court requires hard copy courtesy copies for motions and briefs in excess of 20 pages including exhibits. When the Court enters a briefing schedule, a complete hard copy set of all briefs regardless of length, including all exhibits, shall be delivered to the Calendar 7 mail slot located outside of Room 1701 by the moving party no later than five (5) business days before the hearing.

Tax Deed Prove Ups-The court requires hard copy courtesy copies for Tax Deed Prove Ups and they shall be delivered to the Calendar 7 mail slot located outside of Room 1701 by the Petitioner no later than three (3) business days before the prove up hearing.

SCHEDULE
Judge Corinne Cantwell Heggie
Calendar 7
Daley Center Courtroom 1704

Zoom Meeting ID: 986 9592 1385 Passcode: 539505

Monday: 9:30 Mental Health Hearings

 1:30 Civil Asset Forfeiture Case Management Call (alternate Mondays)

Tuesday: 9:30 Motion Call

 10:00 Name Change Call

 11:00 Tax Deed Prove Up Call

 1:30 Civil Asset Forfeiture Trials (alternate Tuesdays)

Wednesday: 10:00 Set matters (court permission only)

 11:00 Mental Health Case Management Call (alternate Wednesdays)

 1:00 Tax Deed Prove Up Call

 2:00 Name Change Call

Thursday: 9:30 Mental Health Hearings (alternate Thursdays)

 10:45 Tax objections

 1:30 Mental Health Hearings (alternate Thursdays)

Friday: 9:00 Set matters (court permission only)

 10:00 Tax Deed Prove Up Call

 11:30 Motion Call

 1:00-2:00 Set matters (court permission only)