

IN THE CIRCUIT COURT OF COOK COUNTY ILLINOIS
MUNICIPAL DEPARTMENT—FIRST DISTRICT

SUPPLEMENT TO THE STANDING)
ORDER FOR REMOTE)
COURT PROCEEDINGS)
COURTROOM 1501)
)

RULES TO FOLLOW IN COURTROOM 1501

Effective immediately, and until in person court proceedings fully resume in Courtroom 1501 or further order of court, the following remote calls and procedures will be followed in all cases assigned to Courtroom 1501.

Emergency Motions and Motions of Course:

The emergency motion call continues to be held at 9:00 a.m., Monday through Friday. The motion of course calls continue to be held at 10:00 a.m. and 11:00 a.m. Monday through Friday.

In order to make sure all orders are entered in a timely manner for as many cases as possible, all motions are required to have a proposed order electronically filed as the last page of the motion. The proposed order should immediately follow the signature page. Please DO NOT file the proposed order as a separate exhibit, but rather, it should be filed as part of the motion itself being submitted to the Court.

For continued motions, counsel should place a proposed order in the Zoom chat at the beginning of the call.

Proposed orders placed in the Zoom chat should be addressed to everyone, not the clerk of the court, or the Judge, so that orders can be printed properly.

In order to post an order in the Zoom chat, open the Zoom chat-box, select the folded page icon in the bottom right corner of the Zoom chat-box, and select the file containing their proposed order. Once you have selected the correct file, click the "insert" button, and send the file into the Zoom chat.

In addition, if an arbitration date is added, vacated or reset in your case, please send a copy of your order to the Arbitration Center at: cookmanarbdoCKET@illinoiscourts.gov so that the Arbitration Center can account for these changes.

Paper Calls:

Paper calls remain at the same times listed below: Routine Motions—8:45 a.m. Monday through Friday. Judgement on Award—9:00 a.m. Monday through Wednesday. Status—9:30 a.m. Monday through Thursday. Progress—9:30 a.m. every Friday.

Paper calls do not require an in-person appearance, and any notice sent to parties by the Clerk's office electronically or through mail requesting appearance in court should be disregarded as

inaccurate. Parties should instead follow proper procedures described in the primary standing order for this Courtroom 1501.

Routine motions should follow the same procedure as emergency motions and motions of course. However, if a routine motion does not have a proposed order attached, it will be stricken.

Plaintiffs should continue to file reports unless otherwise instructed by the Court on behalf of all parties within a case, for the paper calls: the initial status, Judgment on Award and Progress calls. If the report and order are not submitted following the appropriate procedure listed in the main standing order, cases may be dismissed for want of prosecution.

Any additional questions should be directed to the Court Coordinator at 312-603-4854. Please be advised that this phone line may be busy during the time of a paper call, so multiple attempts may be needed to reach the Court Coordinator.

Supreme Court Rule 201(k):

Illinois Supreme Court Rule 201(k) states "The Parties shall... make reasonable attempts to resolve differences over discovery. Every motion with respect to discovery shall incorporate a statement that counsel responsible for trial of the case after personal consultation and reasonable attempts to resolve differences have been unable to reach an accord or that opposing counsel made himself or herself unavailable for personal consultation or was unreasonable in attempts to resolve differences".

In support of any motion to compel, letters, emails, and/or text messages will not be accepted as a form of "personal consultation" pursuant to the Rule 201(k), unless such communications specifically reference and specifically detail the reasonable attempts to resolve differences over discovery by the counsel responsible for trial through personal consultation.

Personal consultations must take place over the telephone by Zoom videoconference, or in person, prior to the filing of the motion to compel discovery. Any motion to compel discovery that does not include a statement attesting to and detailing the trial counsel's efforts to engage in a personal consultation to reasonably resolve discovery disputes will be denied.

Judge Alon Stein

JUL 17 2025

Circuit Court - 2401

ENTER!

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
MUNICIPAL DEPARTMENT—FIRST DISTRICT**

**STANDING ORDER FOR
REMOTE COURT PROCEEDINGS
COURTROOM 1501¹**

Effective November 1, 2021, and until in-person court proceedings resume in Courtroom 1501 or further order of court, the following remote calls and procedures will be followed in all cases assigned to Courtroom 1501.

Courtroom 1501 Email Address: ccc.firstmunic1501@cookcountyl.gov

This new ccc.firstmunic1501@cookcountyl.gov Courtroom 1501 email address replaces the two now discontinued temporary Gmail addresses used in Courtroom 1501 since June 2020 (i.e. room1501reports@gmail.com and room1501courtesycopies@gmail.com). Counsel are instructed not to use the now discontinued Gmail addresses for any purpose. Counsel are instructed to use the new Courtroom 1501 email ccc.firstmunic1501@cookcountyl.gov to send copies of all reports, motions, and proposed orders to the court. Courtroom 1501 staff will search ccc.firstmunic1501@cookcountyl.gov using the last six digits of the case number. For this reason, counsel are instructed to leave a space before and after the last six digits of the case number in the subject line of the email. This email address is solely for the purpose of providing the court with copies of motions, reports and proposed orders. Questions sent to courtroom staff at this email address may not be answered promptly as Courtroom 1501 staff do not monitor this email. If counsel have questions for Courtroom 1501 staff, please direct your questions to the Courtroom 1501 Clerk at (312) 603-4827 or to the Courtroom 1501 Case Coordinator at (312) 603-4854.

Courtroom 1501 Zoom Information continues to be:

Website: www.zoom.us
Zoom Session ID (Meeting ID): 970 2938 9818
Zoom Session Password: 380923

Also, a party may participate by telephone by dialing (312) 626-6799 and then using the Zoom Session ID and Password listed above.

¹ This Standing Order replaces General Order 2020-14 Re: Written Reports for Judgment on Award, Status, Progress and Stayed Matters Calls in Courtroom 1501 that became effective June 8, 2020 and the Procedures for Motions for Courtroom 1501 that became effective on July 6, 2020. The Pre-Covid 2016 Amended Standing Order for Courtroom 1501 remains in effect and is superseded by this Standing Order only in the case of an actual conflict.

ORDER OF CALLS

8:45 a.m.	Monday-Friday	Routine Motions	Paper Call ²
9:00 a.m.	Monday-Friday	Emergency Motions	Zoom Call ³
9:00 a.m.	Monday-Wednesday	Judgment on Award	Paper Call
9:30 a.m.	Monday-Thursday	Status Call	Paper Call
9:30 a.m.	Friday	Progress Call	Paper Call
10:00 a.m. ⁴	Monday-Friday	Motions of Course	Zoom Call
11:00 a.m.	Monday-Friday	Motions of Course	Zoom Call
1:30 p.m.	Monday-Thursday	Contested Motions	Zoom Call
1:30 p.m.	3 rd Wednesday of Apr. Aug, & Dec.	Stayed Matters	Paper Call
2:00 p.m.	Monday-Thursday	Contested Motions	Zoom Call

² "Paper Calls" are not called on Zoom. The court will rule based upon the written submissions.

³ "Zoom Calls" require the appearance of counsel or self-represented litigant on Zoom.

⁴ Please note the change to 10:00 am from 10:30 am for this Motions of Course Call.

I. NOTICE OF MOTION FOR REMOTE PROCEEDINGS.

Notice of motion for remote proceedings to be heard in Courtroom 1501 must include the following information:

Notice: Until further order of Court, parties wishing to attend the presentment of this motion shall not appear in person in the Courtroom, unless specifically ordered to do so by the Court. This motion shall be heard and conducted by Zoom video and /or telephone conference using: <http://www.zoom.us> Meeting ID: 970 2938 9818 Password: 380923
A party may participate by telephone by dialing (312) 626-6799 and then using the Zoom Meeting ID and Password listed above.

This requirement that Zoom information be included in the Notice is in addition to all other rules and requirements regarding notice including Supreme Court Rule 11 and Local Rule 2.1.

II. EMAIL COURTESY COPIES TO THE COURT THREE DAYS IN ADVANCE FOR ALL CASES AND ALL CALLS.

Courtesy copies of all motions and all reports, together with a proposed order, must be emailed at least three business days in advance to the court to:

ccc.firstmunic1501@cookcountyil.gov for all cases and all calls. The failure to submit a courtesy copy with a proposed order at least three business days prior to the call date may result in the matter being stricken off call and/or the case being dismissed for want of prosecution. The email submitted to the court should be copied to all parties of record and should contain in the subject line: 1) the case number with a space before and a space after the last six digits; 2) the date and time of the call; and 3) the word "Report," "Routine Motion," "Motion" or "Emergency Motion" as the case may be. All emails must include a proposed order. The proposed order should be on a form approved by the Clerk or regularly used in Courtroom 1501, whenever such a form is available. Blanks may be left in the proposed order for dates to be supplied by the Court. The court will make an exception to this email requirement for a self-represented litigant without regular access to email.

III. REPORTS

Reports, together with a proposed order, are required for all **Judgment on Award, Initial Status, Progress Call and Stayed Matter Calls**. These calls are "paper calls" and matters on these calls are ruled upon without appearance on Zoom based upon the content of the report. The attached forms should be used for these reports, which should be filed prior to being emailed to the court. The report and a proposed order must be emailed to the court at least three business days prior to the call date to: ccc.firstmunicr1501@cookcountyil.gov. The email must be copied to all parties of record and must include in the subject line: 1) the case number with a space before and a space after the last six digits; 2) the date and time of the call; and 3) the word "Report." All parties of record should be copied on the email attaching the report and proposed order. The plaintiff has the burden to ensure that the report and proposed order are timely emailed to the court to avoid having the case dismissed for want of prosecution. The defendant may take the initiative to file the JOA report and proposed order, provided defendant first notifies plaintiff. The court will make an exception to this email requirement for a self-represented litigant without regular access to email.

Parties may not schedule motions to be heard on the Initial Status, Progress Call, and Judgment on Award or Stayed Matters Call.

Questions regarding the Initial Status, Progress Call, Judgment On Award, and Stayed Matters Call may be directed to the Courtroom 1501 Case Coordinator at (312) 603-4854.

IV. MOTIONS

All motions must be scheduled on the court docket with the Clerk of Court, filed and properly noticed, although emergency motions need not be scheduled on the docket when time constraints do not allow it. Courtesy copies of all motions and a proposed order must be emailed to the court at least three business days prior to the date of presentment to:

ccc.firstmunicr1501@cookcountvil.gov. The email must be copied to all parties of record and must include in the subject line: 1) the case number with a space before and a space after the last six digits; 2) the date and time of presentment; and 3) the word "Routine Motion", "Motion" or "Emergency Motion" as the case may be. The court will make an exception to this email

~~requirement in the case of a self-represented litigant without regular access to email.~~

Routine Motions are handled as a "paper call" and are not called on Zoom. Routine motions must be scheduled on the docket at 8:45 am Monday-Friday, filed and noticed. Movant must email a copy of the routine motion and proposed order to the court at least three business days prior to the date of presentment to: ccc.firstmunicr1501@cookcountvil.gov as provided above. The email must be copied to all parties of record and must include in the subject line: 1) the case number with a space before and a space after the last six digits; 2) the date and time of presentment; and 3) the word "Routine Motion." The court will make an exception to this email requirement in the case of a self-represented litigant without regular access to email. Routine motions are only: i) a motion for the appointment of a special process server, ii) a motion for entry of a HIPAA qualified protective order, iii) a motion for substitution of counsel with a signed stipulation, iv) an agreed motion to dismiss with a signed stipulation, v) a motion for voluntary dismissal, vi) a release and satisfaction of judgment, vii) a motion to amend the complaint to correct a misnomer, and viii) a motion to enter an installment agreement and dismissal order signed by all parties. A motion for default is no longer routine motion in

Courtroom 1501. This provision of this Standing Order supersedes the contrary provision in the 2016 Amended Standing Order. A motion for default must be scheduled on the Motions of Course Call, with notice to the party to be defaulted even if no appearance has been filed, and must attach a military affidavit along with proof of service.

Emergency motions are called on Zoom at 9:00 am Monday-Friday. Appearance of the movant on Zoom is required for all emergency motions. In the case of an emergency motion where the nature of the emergency does not allow three days advance notice, a courtesy copy of the emergency motion and a proposed order must be emailed to the court to: ccc.firstmunicr1501@cookcountyl.gov with as much notice as the circumstances allow. The email must be copied to all parties of record and must include in the subject line: 1) the case number with a space before and a space after the last six digits; 2) the date and time of presentment; and 3) the words "Emergency Motion." A motion to strike and reset an arbitration hearing is heard as an emergency motion. Any motion which is not an emergency will not be heard on the Emergency Motion Call.

Motions of Course are called on Zoom at 10:00 am⁵ and at 11:00 am Monday-Friday. The requirement that the motion be schedule on the docket, filed, properly noticed and emailed to the court with a proposed order at least three business day in advance of the date of presentment to ccc.firstmunicr1501@cookcountyl.gov set forth above applies to all Motions of Course. The email must be copied to all parties of record and must include in the subject line: 1) the case number with a space before and a space after the last six digits; 2) the date and time of presentment; and 3) the word "Motion." The court will make an exception to this email

⁵ Please Note: The first Motions of Course Call will begin each day Monday-Friday at 10:00 am instead of 10:30 am. The 10:00 am time for the first Motions of Course Call provided in this Standing Order supersedes the provision in the 2016 Standing Order setting the time for 10:30. The second Motions of Course Call time of 11:00 am Monday-Friday remains unchanged.

requirement in the case of a self-represented litigant without regular access to email.

Appearance by the movant on Zoom is required for all motions on the Motions of Course Calls.

Contested Motions are called on Zoom at 1:30 pm and at 2:00 pm Monday-Thursday.

Parties may not schedule matters on the Contested Motions Call. Contested Motions are set by the court when the motion is presented and the parties' request briefing and hearing on the motion. Movant and respondent must appear on Zoom for the Contested Motion Call hearing.

The movant must deliver courtesy copies of all briefs and relevant pleadings to Courtroom 1501 at least five business days before the hearing for all matters set on the Contested Motions Call.

When multiple motions by multiple movants are to be heard in the same case on the same

Contested Motion Call, the parties must select one movant to deliver one set of courtesy copies to the court for all motions.

Questions regarding motions may be directed to the Courtroom 1501 Clerk at (312) 603-4827.

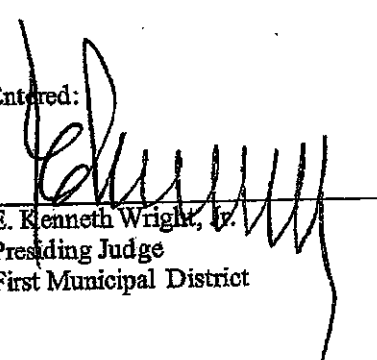
V. ORDERS

Orders for all motions. In most instances, the court will use the proposed order submitted in advance of the Zoom hearing, and no resubmission of the proposed order will be necessary. However, in those instances where counsel failed to timely email a proposed order to the court in advance of the Zoom call or when the court's ruling necessitates entry of an order different from what was previously submitted, counsel must draft an order and email it to the court to: ccc.firstmunicr1501@cookcountvilgov before leaving the Zoom courtroom. Counsel will recall that they always drafted an order, showed it to opposing counsel and handed it to the clerk before leaving the physical courtroom when court hearings were in-person. The same rule applies to remote Zoom court appearances. Tracking down proposed orders hours after the Zoom hearing

is not feasible in Courtroom 1501, given the number of orders entered each day. Accordingly, counsel must adhere to this requirement to avoid having their motion stricken.

Dated this 1st day of November, 2021.

Entered:


E. Kenneth Wright, Jr.
Presiding Judge
First Municipal District

Presiding Judge E. Kenneth Wright, Jr.

NOV 01 2021

Circuit Court - 1624

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
MUNICIPAL DEPARTMENT, FIRST MUNICIPAL DISTRICT**

V.

Plaintiff,

Defendant,

Case No. _____

INITIAL STATUS REPORT

The parties report the status of this matter as follows:

Nature of the case: _____

Name each Plaintiff: _____

Name and email of
counsel for each Plaintiff: _____

Name each Defendant: _____

Name and email of
counsel for each Defendant: _____

Have all parties been
served? If not who remains
to be served? _____

Amount of damages
sought by complaint
(ad damnum amount): _____

Are amended pleadings
and/or additional parties
anticipated? _____

Status of discovery: _____

Date and time of any motion
set for presentment or hearing: _____

Dated: _____

Plaintiff/Counsel's Signature

Defendant/Counsel's Signature

v.

Case No. _____

Defendant,

The Plaintiff (or Third-Party Plaintiff) reports on the status of service as follows:

Date and time of any motion
set for presentment or hearing:

Dated: _____

10

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
MUNICIPAL DEPARTMENT, FIRST MUNICIPAL DISTRICT

_____	Plaintiff(s)		Line No. _____
v.			Case No. _____
_____	Defendant(s)		

STATUS/PROGRESS CALL ORDER

IT IS HEREBY ORDERED AS FOLLOWS:

1. This cause is set on the Status/Progress Call on _____
in **Room 1501 at 9:30 AM** as a final date for service of summons upon any as yet unserved defendant, at which time the case may be dismissed for want of prosecution as to such unserved defendant unless counsel appears with an affidavit showing diligence in attempting service.
2. Routine motions and motions of course shall be presented in **Room 1501**.
3. _____ is hereby appointed to make service of process in this cause.
4. Leave of court is hereby granted to initiate discovery pursuant to Supreme Court Rule 201 (D) on all served parties, only if the ad damnum exceeds \$10,000.00.

Atty. No.: _____

Atty. Name: _____

Atty. for: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Primary Email: _____

ENTERED:

Dated: _____

Judge

Judge's No.

4295
7210

Discovery Closure and Arbitration Order

(12/01/24) CCM 0640

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
MUNICIPAL DEPARTMENT, FIRST MUNICIPAL DIVISION

v.

No. _____

DISCOVERY CLOSURE AND ARBITRATION ORDER

Cause coming on to be heard and counsel having reviewed the file and finding all defendants having been served with Summons and Complaint.

IT IS HEREBY ORDERED AS FOLLOWS:

1. Any party not having initiated discovery must do so within adequate time per the rules to allow completion within the time specified in Paragraph No. 2 below or all discovery by that party thereafter is barred.
2. All discovery shall be completed by _____.
- 4295 ☐ 3. Parties shall complete discovery in such time and schedule any depositions and all other activity so that all discovery will be completed by the **DISCOVERY CLOSURE DATE**.
- 7210 ☐ 4. The cause is assigned to Mandatory Arbitration.
5. Routine motions and motions of course shall be presented in Room 1501. All motions relating to the scheduling and conduct of mandatory arbitration hearing and all motions for sanctions under Supreme Court Rules 90 (g) through 95 shall be presented in Room 1501 only. The presentation and scheduling of motions in no way affect the scheduled date of the arbitration hearing.

Atty. No.: _____

Name: _____

Atty. for: _____

Address: _____

City/State/Zip: _____

Telephone: _____

ENTERED:

Dated: _____, _____

Judge

Judge's No.

MARIYANA T. SPYROPOULOS, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

8001

8002 (This form replaces CCMD-0634-2 thru 6 & CCM1 602)

(12/01/24) CCM 0634

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
MANDATORY ARBITRATION PROGRAM
_____ MUNICIPAL DISTRICT

v.

No. _____

IN ARBITRATION

JUDGMENT ON AWARD OF ARBITRATION

This cause coming on to be heard on the Judgment on Award Call, on _____ motion,

THE COURT FINDS:

1. The Award of Arbitrators was filed with the Clerk of the Circuit Court of Cook County on _____.
2. A notice of rejection has not been filed with the Clerk of the Circuit Court of Cook County.

IT IS ORDERED:

That judgment on the award is entered in favor of _____

and against _____

in the amount of, _____

Atty. No.: _____

Name: _____

Atty. For: _____

Address: _____

City/Zip: _____

Telephone: _____

ENTER:

Judge

Judge's No. _____

MARIYANA T. SPYROPOULOS, CLERK OF THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

DEPARTMENT/ DISTRICT

Line #

vs.

No.

TRIAL ROOM ASSIGNMENT ORDER

IT IS HEREBY ORDERED AS FOLLOWS:

1. All discovery remains closed in accordance with Supreme Court Rule 89.
2. The cause is assigned to Room _____ on _____, _____ at 9:00 a.m. at which time an Intake and Case Management Conference pursuant to Supreme Court Rule 218 will be conducted and the trial date will be set.
3. All parties pro se, trial lawyers or other appropriate representatives familiar with the facts of the case and authorized to settle the case are required to be present.
4. All parties shall complete an Intake and Case Management Information Sheet for use at the Conference.
(REVERSE SIDE OF THIS ORDER)
5. All motions relating to the conduct of the previous mandatory arbitration shall be presented in Room 1501. All other motions shall be presented in the assigned trial room, and all dispositive motions and initial motions in limine shall be presented at or before the Conference.

Atty. No.: _____

Name: _____

Date: _____

Atty. for: _____

ENTER:

Address: _____

City/State/Zip: _____

Judge _____ Judge's No. _____

Telephone: _____

INTAKE AND CASE MANAGEMENT INFORMATION SHEET

Case No. _____ Date Prepared _____, _____

Plaintiff's Name: _____

Plaintiff's Trial Atty. & Firm: _____

Phone: (_____) _____

Plaintiff's Demand: _____

Defendant's Name: _____

Defendant's Trial Atty. & Firm: _____

Phone: (_____) _____

Defendant's Offer: _____

Arbitration Award: _____ Rejected By: Plaintiff ☐ Defendant ☐

Facts: _____

Date of Accident: _____, _____

Injuries: _____

Date of 1st Treatment: _____, _____

SPECIALS

Medical

Permanency claim: ☐ yes ☐ no

Paid: _____

Date of last treatment _____, _____

Unpaid: _____

Lost Time (Tax returns per 237) _____

Property Damage and/or Damage Claims: _____

Paid: _____ Unpaid: _____

WITNESSES (PRIORITY SETTING NECESSARY?)

PL. Doctor: _____ DEF. _____

Hospital: _____

Other: _____

Name of Expert: _____

SPECIAL PROBLEMS:

Motions in Limine:	213 Inter	Evid Dep	Pleading Problems
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
MUNICIPAL DEPARTMENT

v.

No. _____

ORDER

This matter having come before this Court upon the trial call and the Court having been advised in the premises that all matters in controversy have been resolved between the parties, and by agreement of the parties;

IT IS HEREBY ORDERED that this matter be and is dismissed. Further that this Court shall retain jurisdiction of this matter in the event that any party fails to execute any necessary document, fulfill any agreed to conditions, and/or pay the agreed settlement amount.

That the date of _____, _____ is hereby stricken.

Atty. No.: _____

Name: _____

Atty. for: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Judge

Judge's No.

Mariyana T. Spyropoulos, Clerk of the Circuit Court of Cook County, Illinois

cookcountyclerkofcourt.org

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
MUNICIPAL DEPARTMENT, FIRST MUNICIPAL DISTRICT**

Plaintiff,)
v.) Case No. _____
Defendant,)

STAYED MATTER REPORT

The parties report the status of this stayed matter as follows:

Nature of the case: _____

Name each Plaintiff: _____

Name and email of
counsel for each Plaintiff: _____

Name each Defendant: _____

Name and email of
counsel for each Defendant: _____

What was/is the basis for
the stay? _____

Insert the next stay call date
if the parties wish to
continue the stay:

Stayed Matter Call is 1:30 pm the 3rd Wed. of Apr, Aug, and Dec.

How should the case
proceed if the case should
no longer be stayed? _____

Dated: _____

Plaintiff/Counsel's Signature

Defendant/Counsel's Signature