

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
SIXTH MUNICIPAL DISTRICT – CIVIL DIVISION
MARKHAM COURTHOUSE**

**Judge George L. Canellis, Jr.
Courtroom 207**

Court Clerk: Stephine Tate
D6crt207orders@cookcountycourt.com

Civil Court Coordinator
Meghan Ciesielski
ccc.district6civil@cookcountyil.gov

Arbitration Coordinator: Judy Brown
708-232-4226
Judy.brown@cookcountyil.gov

Zoom Information
Meeting ID: 989-3246-8139
Password: 089630

I. Daily Miscellaneous

- A. Check in for the morning call between 8:30 – 8:50am
Court starts at 9:00 am
- B. The Eviction call is held on Tuesday and Thursday afternoon
Check in is between 12:45 pm – 1:00 pm
Court starts at 1:00 pm
- C. Please send a courtesy copy of all motions filed to the email address of
ccc.district6civil@cookcountyil.gov prior to initial court date
- D. All orders must be submitted to the Courtroom Clerk immediately after the
court appearance at D6crt207orders@cookcountycourt.com. If that cannot
be done, then all morning case orders should be submitted by 12:00 pm, and
all afternoon case orders by 3:00 pm. If there is an issue requiring a later
submission the court must be made aware of it at the time the case is heard.

II. Motions

- A. Email the court at ccc.district6civil@cookcountyil.gov for a presentment date and time.
- B. Courtesy copies of all motions are to be delivered at least seven days before presentment.
- C. The parties are to submit a proposed briefing schedule.
- D. Motions and response briefs are strictly limited to 15 pages. Reply briefs not to exceed 8 pages.
- E. For any motions for which a briefing schedule has been allowed, the movant is responsible for delivering a complete paper courtesy copy to the motion consisting of all briefs and exhibits filed in support of or in opposition to the motion to Courtroom 207. Movant's failure to submit a complete paper courtesy copy will result in the denial or continuance of the motion.
- F. All arguments for motions and trials are in person.
- G. All eviction motions are at 1:00 pm.
- H. All emergency motions for evictions are not to be given a date passed the stay date.

III. Settlement Conferences

- a. The Court conducts pre-trial settlement conferences at the request of the parties.
- b. The Court requires all attorneys and parties with authority to be present for the pre-trial settlement conference.
- c. The Court requires that a demand and offer be made prior to the pre-trial settlement conference.
- d. The parties must submit and exchange pre-trial memos setting forth a brief nature of the case, the stipulated and contested issues, the status of settlement negotiations and any other information any party believes would educate the judge or facilitate a compromise. This memo should be delivered to the Court via e-mail at least two calendar days before the settlement conference.
- e. Participation in the pre-trial settlement conference with the trial judge may constitute a waiver of a party's right to a substitution of judge for cause as permitted by 735 ILCS 5/2-1001(a)(3). The parties waive their right to request a substitution of judge for cause based upon there being an *ex-parte* communications during said conference.
- f. Statements made by any party during the pre-trial settlement conference will not be admissible at trial. Parties are encouraged to be frank and

open in their discussions. The parties and counsel will address each other with courtesy and respect.

IV. Jury Trials

A. Procedure (Pre-Trial Conference) (either 10:30 am or 1:00 pm)

1. The scheduled pre-trial conference of any jury trial will occur at least the week before the trial date. At the conference, all parties must have:
 - a. Trial Lawyer's Appearance;
 - b. Fully briefed motions *in limine*;
 - c. An exhibit list with all exhibits marked. In the event of objections, the nature of the objections must be noted (i.e. foundation, relevance, motion *in limine*, etc.);
 - d. Identification of all objections from evidence depositions which require a ruling by the Court and a copy of the transcripts;
 - e. Any stipulations and admissions of fact per SCR 216;
 - f. A copy of all Rule 213 disclosures;
 - g. Proposed and exchanged jury instructions (2 sets – one with IPI numbering and citations and one “clean” copy for the Jury);
 - h. Estimate regarding the length of trial;
 - i. Indicate whether electronic media will be used by counsel (i.e. projector, video, etc.) during the trial and whether time for setup is required;
 - j. Any trial briefs, memoranda or other information a party wishes to submit;
 - k. Potential questions each party wants the Court to ask the venire. The Court will allow each attorney to ask relevant and reasonable voir dire;
 - l. Contact information for counsel, including cell phone number and email address.
2. Any documents tendered to the Court shall be deemed courtesy copies.

ALL MATERIALS IDENTIFIED ABOVE MUST BE EMAILED TO THE JUDGE (COPIED TO ALL COUNSEL) PRIOR TO THE CONFERENCE AT:
George.Canellis@cookcountyil.gov

B. Prior to voir dire, counsel must provide the Court (9:30 am)

1. Short statement of the case to be read to the jury in voir dire, including how long the trial will last.
2. Witness list to be read to jury.

C. For each trial day: (9:00 am start)

1. All parties and their counsel must be in the courtroom 30 minutes before the jury unless otherwise directed by the Court;
2. No counsel may address the jury directly other than during opening statement and closing argument and may not hand exhibits to the jury;
3. No speaking objections or responses are permitted, and;
4. Any exhibits introduced at trial will be retained by counsel unless otherwise stated.

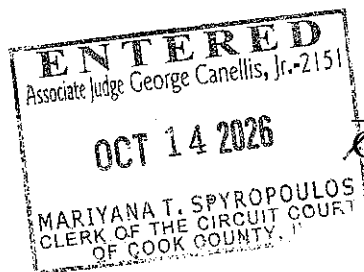
Parties must provide their own court reporter if they wish to have one. Parties shall make advance arrangements with the Court if they need an interpreter or special accommodation.

V. Self-Represented Litigants

- Legal assistance can often be found via www.legalaidchicago.org or the Chicago Legal Clinic at (312) 726-2938 (24-hour intake number) or via their website www.clclaw.org.
- Self-represented litigant must comply with the relevant Illinois Code of Civil Procedure, Illinois Supreme Court Rules and Circuit Court of Cook County Rules. These rules can be found online at the following websites: www.ilga.gov and [www.state.il.us/court/SupremeCourt Rules](http://www.state.il.us/court/SupremeCourtRules).

VI. Court Reporters

A party wishing to have a case management conference or ruling transcribed must provide a certified court reporter at that party's expense.



George L. Canellis #2151