IN THE CIRCUIT COURT OF COOK COUNTY
COUNTY DEPARTMENT – CHANCERY DIVISION

STANDING ORDER
JUDGE CARRIE E. HAMILTON
GENERAL CHANCERY CALENDAR 1

EFFECTIVE: October 29, 2026

Calendar: 1
Courtroom: 2307
Inquiries: (312) 603-6840; (312) 603-6078
Email: ccc.chancerycalendar1@cookcountyil.gov

Law Clerks:
Alana Collins (312) 603-6840
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Court Clerk: Janice Thompson
Clerk's Office: 312-603-5133

Zoom Information: Meeting ID: 876 8729 8501 / Passcode: 926987

COURT SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30 AM	Clerk Status Routine Motions	Clerk Status Routine Motions	Clerk Status Routine Motions	Clerk Status Routine Motions	
10:00 AM	Status Call CMC Motions	Status Call CMC Motions	Status Call CMC Motions	Status Call CMC Motions	Set Matters
11:00 AM	Set Matters	Set Matters	Set Matters	Set Matters	Set Matters
2:00 PM	Set Matters	Set Matters	Set Matters	Set Matters	Set Matters

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I. COURT APPEARANCES

a. Parties may appear in person or over Zoom, unless the Court specifically orders one or the other.

b. In-Person Court Proceedings: General Chancery Calendar 1 matters are heard in Courtroom 2307 of the Richard J. Daley Center, 50 W. Washington Street, Chicago, Illinois.

c. Remote Court Hearings:

i. Zoom Appearances: To join the Calendar 1 Zoom hearings, please use the link Chancery Calendar 1 Zoom Link or enter the following Zoom credentials: **Meeting ID: 876 8729 8501 Passcode: 926987**

ii. Identify Yourself on Zoom: When signing into Zoom, please identify yourself by full name, as well as your case number. **Please turn off both your audio and video until your case is called.**

iii. Warning: Recording, photographing, videotaping, or otherwise reproducing or saving Zoom court proceedings is strictly prohibited and could subject you to contempt of court and/or other penalties. Additionally, Zoom hearings are unavailable for use as transcripts or bystander reports.

d. Using an Interpreter: To request an interpreter, email ccc.chancerycalendar1@cookcountyil.gov at least two full court days before the hearing.

e. Court Reporter: The court does not provide official court reporters for matters heard in the Chancery Division. Court proceedings utilizing Zoom are also not recorded unless notified otherwise. Should you want a court reporter, you will need to retain and pay for such services directly.

II. ROUTINE MOTIONS

a. Routine motions are set daily at **9:30 a.m.**

b. A "routine motion" is a motion seeking non-extraordinary, non-substantive relief, such as a proposed briefing schedule, re-scheduling, or other procedural relief (such as voluntary dismissal or default for failure to appear or plead). The Court may decline to entertain any motion as routine.

c. A routine motion should be noticed for **9:30 a.m.** on any court day. A copy of the notice, motion, proof of service, and draft order must be emailed to **ccc.chancerycalendar1@cookcountyil.gov** at least two full court days before the noticed date. The movant should not appear at **9:30 a.m.** on the hearing date. Unless the

Court's staff notifies the movant otherwise, stamped copies of the Order will be emailed to the parties as soon as practicable by the Circuit Court Clerk.

d. Any party may object to a routine motion. Objections may be made by a written filing and emailed to ccc.chancerycalendar1@cookcountyil.gov before **9:30 a.m.** on the date noticed. The Court may, in its discretion, rule on the motion notwithstanding any objection. If the Court declines to entertain a motion as routine, the movant must re-notice the motion for the regular motion call and present it then.

e. Agreed Orders: Agreed orders may be submitted to the Court by email at least two full court days before the scheduled court date. The Court cannot guarantee that the Agreed Order will be approved, entered, and sent to the parties by the Clerk of Court by the scheduled court date. Accordingly, if the parties do not receive an agreed order before the scheduled court date, they must appear on the scheduled date.

f. Include in the subject matter line of the email either ROUTINE MOTION or AGREED MOTION along with the case caption.

III. CLERK'S STATUS

a. When a briefing schedule is set on a contested motion, the Court will set a clerk's status for the fully briefed motion at **9:30 a.m.**

b. The clerk's status date is conducted entirely by email, with no need to appear in person or by Zoom.

c. At or shortly before **9:30 a.m.** on the clerk's status date, the Court requires the movant to email Calendar 1 with a copy to all parties of record, file-stamped PDF copies of all of the briefs and any exhibits, including a copy of the operative pleading. The Court will either rule in writing without hearing or will contact the parties with proposed hearing dates. All parties are expected to respond timely about the preferred date and then submit an agreed proposed order to that effect.

d. Include the case caption in the subject line of the email.

IV. STATUS, CASE MANAGEMENT CALL

a. Statuses and case management calls are heard daily at **10:00 a.m.**

b. Parties may present motions on a previously set status or case management date, as long a courtesy copy is emailed to Calendar 1 at least two court days in advance of the date.

V. MOTIONS

a. Motions are heard at **10:00 a.m.** This applies to all motions that are not routine, nor emergency, nor piggybacked, nor otherwise allowed in the Court's discretion. Such motions may well be scheduled at a different time in accordance with this Order.

b. A courtesy copy must be emailed to Calendar 1 at **ccc.chancerycalendar1@cookcountyil.gov** with a copy to all parties of record, at least two full court days prior to the date on which the motion is noticed. Failure to do so may result in the motion being stricken.

c. In the subject line of the email, include the case caption and the date of presentment.

d. When a briefing schedule is set on a contested motion, the Court will set a clerk's status for the fully briefed motion at **9:30 a.m.**

VI. DISCOVERY

a. The Illinois Supreme Court established standards for the disposition of various case types within specified timeframes in *In Re: Time Standards for Case Closure in Illinois Trial Courts, M.R. 31228.*

b. Upon entry of an order that all defendants in a case have been served, the Court will concurrently order parties to meet and confer to enter an Agreed Case Management Order that adheres to the following pre-trial timeline:

	Months After Service on All Defendants
Completion of Written Discovery	8 Months
Completion of Oral Discovery	14 Months
Disclosure of Expert Witnesses	15 Months
Completion of Expert Witness Discovery	17 Months
Completion of All Discovery (All dispositive motions must be filed by the 20-month date)	20 Months
Setting of Trial Date	24 Months

c. Parties are required to email the Agreed Case Management Order to Calendar 1 at **ccc.chancerycalendar1@cookcountyil.gov** within 20 days of the Court order to meet and confer, unless otherwise ordered.

d. In the event an extension is granted at any point pre-trial, the parties must email to Calendar 1 at **ccc.chancerycalendar1@cookcountyil.gov** an amended Agreed Case Management Order reflecting the extended timeline, along with the proposed order seeking the extension.

VII. PROPOSED ORDERS FOLLOWING ANY COURT APPEARANCE

a. After any appearance in Court, the Parties must email an agreed proposed order to ccc.chancerycalendar1@cookcountyil.gov.

b. Orders following the morning calls must be submitted by **1:00 p.m.** Orders following the afternoon call must be submitted by **4:00 p.m.**

c. The Court requests that the parties:

- **i.** Use Word format, so the Court can make changes if needed.
- **ii.** Identify the parties who appeared and did not appear.
- **iii.** State the date of the appearance.
- **iv.** Include the following information for remote appearances, unless otherwise ordered: Zoom Information: Meeting ID: 876 8729 8501 / Passcode: 926987.

VIII. DEFAULT AND PROVE-UP HEARINGS

a. Motion for Default: Motions for default must be noticed up on the **10:00 a.m.** motion call. The Court does not consider motions for default to be routine motions. The Court requires an email to **ccc.chancerycalendar1@cookcountyil.gov** at least two full court days before the scheduled motion with the following documents:

- **i.** The notice, summons showing service, and motion;
- **ii.** An attorney's signed and certified statement that the Clerk's electronic docket indicates that the defendant has not filed an appearance or answer; and
- **iii.** A military affidavit, if the default is against a person.

b. Prove-up Hearing: If the Court grants the motion for default, a prove-up hearing will be scheduled on the **11:00 a.m.** call at least 30 days out to allow for notice to the defendant. The Court requires an email to **ccc.chancerycalendar1@cookcountyil.gov** at least two full court days before the scheduled prove-up hearing with the following documents:

i. The notice, summons showing service, and motion for default judgment;
ii. A draft judgment order specifying the precise relief sought;
iii. A copy of the operative complaint; and
iv. Any other materials supporting the movant's burden of showing a *prima facie* case for the relief sought. See 735 ILCS 5/2-1301(d). Such materials include, without limitation, a Verified Complaint or other evidence provided by affidavit.

IX. FORMAT REQUIREMENTS

a. **Font style and size: All filings for Calendar 1 must be double-spaced, typed in 13-point Times New Roman or Century School Book.**
b. **Page Limits**.
   i. Memorandum in support of a filing (both original motion and response to motion) may not exceed **20 pages** without specific prior leave of Court.
   ii. Reply memorandum may not exceed **10 pages** without specific prior leave of Court.
   iii. Motions to exceed page limits are disfavored. This limit may not be evaded by font size, margin manipulation or otherwise. A motion for extension of page limits is **not** a routine motion.
   iv. If leave to file an oversized brief has been previously granted, include the order with the briefs when submitted.
c. **Footnotes:** Arguments raised only by footnote will not be considered, nor are parties permitted to circumvent page limits by merely incorporating arguments raised in other briefs by footnote or otherwise.
d. **Exhibits.** If a deposition is cited, a copy of the entire transcript must be provided, with an index and exhibits.
e. **Case Citations**. Online citations should be to Lexis. The Court does not have access to Westlaw. If a party only has access to Westlaw, the party must append copies of key cases to its brief for the Court's review.

f. Use of AI: Any brief prepared with the assistance of AI shall state on page 1 thereof: **"Created by or with the assistance of AI."** There is an ethical obligation not to submit "hallucination" case citations to this Court.

X. EMERGENCY & TRO MOTIONS

See Calendar 1's "**Emergency Motion Procedures"** available on the Court's website.

XI. MOTIONS TO CONSOLIDATE

Only the Presiding Judge of the Chancery Division hears motions to consolidate.

XII. SETTLEMENT CONFERENCES

a. The Court conducts pre-trial settlement conferences at the request of parties. These conferences typically occur over Zoom at **11:00 a.m. or 2:00 p.m.**

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 a 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 *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.

XIII. TRIALS

a. Trials are set by the Court. Trial dates are firm and will not be re-scheduled absent compelling circumstances. Any request for a continuance for trial must be in writing and supported by a detailed affidavit and heard as soon as possible or at least five business days preceding trial, unless exigent circumstances arise.

b. Obtaining new counsel on the eve of trial is generally viewed as a delay tactic and will not serve as a valid basis to continue the trial. **New counsel must be prepared to proceed on the previously scheduled trial date.**

c. All trials are conducted in person unless prior approval is granted by the court.

d. If the Court allows a hybrid trial, any witness appearing via Zoom must have a copy of all exhibits to be used during that witness's examination and counsel must be able to access all exhibits electronically and share during the examination.

e. Admission of documents into evidence. Calendar 1 does not permit any party to "dump" exhibits into evidence at the conclusion of its case or at any time. If a party seeks to admit a document into evidence, even by stipulation or without objection, the party still must ask for its admission while presenting its case and before it rests. The Court has the right to request witness testimony about the document notwithstanding its agreed admissibility. Accordingly, the expected practice is for parties to present exhibits to witnesses, inform the Court of the exhibit's agreed-upon admissibility, and move for admission of the exhibit at that time, so that the witness can provide any further foundational or other testimony that the Court may need. The Court will generally not allow exhibits to be moved into evidence at the conclusion of a party's presentation without presentation to witnesses.

XIV. PRE-TRIAL CONFERENCES

a. Timing. Generally, the Court sets a pre-trial conference two weeks before the trial date, subject to further order.

b. Exchange of Exhibits.

i. At least seven days before the scheduled pre-trial conference, the parties must exchange copies of their proposed exhibit lists with exhibits attached. Each proposed exhibit list must have a cover sheet showing a table with columns for (1) the exhibit number, (2) the description, (3) whether the parties stipulate to the foundation, (4) whether there are any other objections to the admissibility of the exhibit and if so, the nature of the objection, and (5) whether the exhibit was admitted or not.

ii. At least two full court days before the pre-trial, each party must submit a courtesy copy of said list and cover sheet with every column completed except whether the exhibit was admitted or not admitted. This requires at least one meaningful conference by the parties before the courtesy copies are due.

c. Additional Pre-Trial Materials. Parties must also submit courtesy copies of the following by email at least two full court days before the pre-trial conference:

i. A complete set of all motions *in limine*.

ii. Full transcripts of any evidence depositions which any party will use, marked to identify what portions will be offered at trial.

iii. A complete, pre-marked set of all exhibits. Parties should avoid duplication and should stipulate to foundation wherever possible.

iv. A complete witness list, specifying who will, and who may, be called by each party. Failure to disclose a witness will usually result in barring the witness.

XV. CIVILITY

Cook County Domestic Relations Division Local Rule 13.11 on Civility is hereby adopted by Calendar 1. This rule applies to all matters pending on Calendar 1. Please note that the rule applies to lawyers and self-represented parties. Lawyers and self-represented parties shall carefully review the rule in its entirety and shall comply with the rule at all times. For convenience, the rule is posted on the Court's website.

This STANDING ORDER is effective November 2, 2026. The Clerk of the Circuit Court of Cook County shall spread this Order of record in all cases in Courtroom 2307, Chancery Division.

Carrie Hamilton #2144

Hon. Carrie E. Hamilton #2144
Circuit Court of Cook County