

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT, LAW DIVISION**

LAW MOTION CALENDAR “C” – STANDING ORDER

Judge Sarah Johnson
Richard J. Daley Center, Courtroom 2203
Calendar C Email: Law.calCcc@cookcountyil.gov
Law Clerk: Anna Sekiguchi
Zoom Meeting ID: 922 9776 9842
Zoom Password: 184 216

This Standing Order applies to all matters pending on Calendar C. This Standing Order should be read to be consistent with all Administrative Orders issued by the Chief Judge and the Presiding Judge of the Law Division.

	Monday	Tuesday	Wednesday	Thursday	Friday
9:15	Routine Motions	Routine Motions	Routine Motions	Routine Motions	Routine Motions
9:30	Continued CMCs	Initial CMCs	Continued CMCs	Continued CMCs	Continued CMCs
10:00	Emergency Motions	Initial & Continued CMCs	Emergency Motions	Emergency Motions	Emergency Motions
10:30	Continued CMCs & Motions	Continued CMCs & Motions	Continued CMCs & Motions	Continued CMCs & Motions	Continued CMCs & Motions
11:30	Set Hearings or PTCs	Set Hearings or PTCs	Set Hearings or PTCs	Set Hearings or PTCs	Set Hearings or PTCs
1:30	Set Hearings or PTCs	Set Hearings or PTCs	Set Hearings or PTCs	Set Hearings or PTCs	

I. General Procedures

1. All matters will be heard in person in Courtroom 2203, absent good cause for a remote appearance.
2. Official communication with the Court must occur through the email address dedicated to Calendar C and include all parties.
3. DO NOT CREATE A NEW EMAIL THREAD IF A THREAD ALREADY EXISTS FOR THE CASE.
4. Courtesy copies should be provided in hard copy format in the courtesy copy bin outside of Courtroom 2203.
5. Agreed Dismissal Orders, pursuant to settlement or 1-1009, may be emailed to the Court or placed in the courtesy copy bin outside of Courtroom 2203. If the dismissal is pursuant to settlement, please identify in the Order whether minors or Wrongful Death claims are involved.
6. The Motion Calendar CANNOT strike trial dates in Courtroom 2005, a separate striking order will need to be presented in Courtroom 2005.

II. Case Managements

1. Initial Case Management Conference

- Parties should be prepared to report on the filing date, type of case, whether the case has been refiled, status on service, injuries and special damages to date.
- The prescribed IL SCR 218 form order should be utilized with dates calculated based on the filing date of the Complaint.
- Cases will be screened for transfer to First Municipal or referral to the Law Division Mandatory Arbitration Program based on the case type and value.

2. Continued Case Management Conference

- Counsel with knowledge of the case must appear with all prior orders and be prepared to report on the status of the case and compliance with the Rule 218 Order.

III. Motions

1. Generally

- Motions must be spindled through Odyssey or piggy-backed onto a previously set date.
- A courtesy copy of any motion should be delivered to the Court to the courtesy copy bin outside of Courtroom 2203 three business days prior to presentment.
- The Court may not entertain a briefing schedule; thus, parties should expect to argue the merits of a motion on the date of presentment.
- Typically, briefing schedules will not be entered for motions brought pursuant to §2-615 and §2-622. A copy of the pleadings must be attached to the motion.
- On any motion for which a briefing schedule has been permitted, the Court requires paper courtesy copies of all briefs as well as relevant pleadings or discovery. For any depositions, the Court requests the transcripts be submitted in mini-script (i.e. 4 pages per sheet). Briefs shall not exceed 15 pages unless permitted, in writing, by the Court. Motions to strike briefs, or portions thereof, will be taken with the motion.

2. Emergency Motions

- The movant shall deliver a courtesy copy of the motion and notice to the courtesy copy bin outside of Courtroom 2203 no later than 8:45 am on the date of presentment AND email the Court a copy of the motion.
- Proper notice to all parties is required.
- See §3.5 of GAO 20-9 as to what constitutes an emergency motion.

3. Routine Motions

- See §3.6 of GAO 20-9 as to what constitutes a routine motion.
- Routine motions need not be spindled through Odyssey.
- Movant shall deliver a courtesy copy of the motion and proposed order to the courtesy copy bin outside of Courtroom 2203 no later than 9:00 am on the date of presentment.
- Parties need not appear in court unless the opposing party raises an objection. If an objection is raised, the motion must be re-noticed for hearing as a contested motion.
- For substitution of attorneys, the order must include the Cook County Attorney Number for the withdrawing and the substituting firms.

IV. Petitions to Approve Settlement

1. Petitions to approve settlement orders in cases involving minors, disabled persons, and survival and wrongful death claims shall be presented to the Court electronically by emailing the unfiled petition to the email listed above. *Do not file* the petitions until approved by the Court. Follow the requirements set out in Local Rules 6.4 and 6.5 and in Final Procedures Concerning Settlement, Minors' and Disabled Persons' Personal Injury Cases and Wrongful Death Cases with Sample Petitions and Orders (March 2023).
2. Petitions must include: (1) an itemized list of costs; (2) a description of all lien claims, even if the lien does not attach to the proceeds; and (3) appropriate language where further probate proceedings are required.
3. Once the petition has been approved, counsel may file the petition, and if necessary, a hearing date may be schedule for presentment.

V. Hearings

1. Oral argument will not be granted on all contested motions.
2. If a hearing is granted, a hearing date will be assigned at the clerk status date.
3. A future hearing date should not prevent continued compliance with court orders and previously set discovery deadlines.

VI. Pre-Trial Conferences

Pre-trial conferences may be scheduled in open court or by email to the Calendar C email account. At least three days before the pre-trial conference, each party should deliver to the court an unfiled pre-trial memorandum by email containing: (1) a summary of the allegations, defenses, facts, claimed injuries and damages; and (2) the last demand, offer, and policy limits.

VII. Self-Represented Litigants

1. The Court, Law Clerks, Court Clerks and all other Court Personnel are prohibited from providing legal advice to any litigant.
2. The following are a list of some free resources:
 - Illinois Supreme Court Self-Help Resources – illinoiscourts.gov/self-help
 - Illinois Court Help – ilcourthelp.gov/hc/en-us
 - Illinois Supreme Court Commission on Access to Justice – atjil.org
 - Illinois Legal Aid Online – illinoislegalaid.org
 - Clerk of the Circuit Court of Cook County – cookcountyclerkofcourt.org
 - Cook County Sheriff's Office, Court Services – cookcountysheriffil.gov/departments/courts

Effective August 7, 2025

Judge Sarah Johnson, 2361