

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT, LAW DIVISION
MOTIONS SECTION STANDING ORDER CALENDAR D**

Judge Charles S. Beach II

Richard J. Daley Center, Courtroom 2207

Calendar E Email: Law.caldcc@cookcountyil.gov

Law Clerk: Eric Hartman

This Standing Order applies to all matters pending on Calendar D. 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.

Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00	Pre-Trials				
9:00	Continued CMC/FTM	Continued CMC/FTM	Continued CMC/FTM	Continued CMC/FTM	Continued CMC
9:30				Trial Cert	
10:00	Emergency Motions	Emergency Motions	Emergency Motions	Emergency Motions	Emergency Motions
10:30	Focused CMC				Pre-Trials
11:00	Scheduled Hearings	Scheduled Hearings	Scheduled Hearings	Scheduled Hearings	
1:30-4:30	Pre-Trials				

General Provisions

Any email correspondence to the Court must copy all parties who have appeared. Email communication is limited to: (1) The submission of proposed agreed orders; (2) the submission of routine or agreed motions; (3) other email communication expressly permitted by court order.

Court Appearances (Generally).

Judge Beach will hear all matters in person in Courtroom 2207.

Counsel are expected to appear in person for all hearings. Regardless of the purpose for the court appearance, Counsel should be prepared to provide the Court with the last order entered and all current and prior CMOs.

At Initial Case Management.

- The Court will require responses to the following inquiries: 1) is this a refiled case (if so, you must provide the prior court number and calendar letter); 2) what is the status of service on all defendants; 3) what is the status of the pleadings (i.e. are the parties at issue); 4) what are the nature and extent of special damages; and 5) entry of a Rule 218 case management order (in every case at initial case management conference or once the parties are at issue).

Interim Case Management:

- Counsel with knowledge of the case shall appear and be prepared to report of the status of discovery and compliance with the CMO.
- Orders drafted must be specific to the ruling. Orders that simply state: “Continued for status” will be rejected.

Motions:

- Motions shall be e-filed and spindled on the motion call using Odyssey.
- Motions may also be “piggy-backed” on a previously set case management date without formal scheduling.
- Timely notice of motion must be served on all parties who have filed appearances. Courtesy copies of all motions should be delivered to the Court in the basket outside of Courtroom 2207 at least three court days in advance of presentment.
- Counsel should be prepared at presentment to address the Court’s questions regarding motions.
- Briefing schedules will not be given in all motions.

- If the respondent seeks discovery before responding to the motion, an affidavit pursuant to Illinois Supreme Court Rule 191(b) will be required.
- In the event a briefing schedule is provided, the parties shall complete the court's form order located in 2207.
- The parties must complete the form with due dates identified by the Court. Additionally, the form order requires submission of hard courtesy copies to the Court.
- The Court will decide the matter based on the pleadings.
- In the event the Court requires oral argument, the Court will send notice of the hearing to the parties.
- The parties are responsible for securing a court reporter.
- All briefs shall conform to the following page limitations:
 - Opening and Response Briefs shall be no more than fifteen (15) double-spaced pages and Replies shall be no more than five (5) double-spaced pages.
 - Motions to file a brief in excess of these limitations must be filed in advance of the filing deadline.

Briefed Motions:

Courtesy copies will be delivered in accordance with the briefing schedule entered by the court. Courtesy copies must include the following at the time of scheduled delivery:

1. Motion, Response, and Reply (if any)
2. All Exhibits tabbed for identification (depositions printed in mini-script format)
3. Any transcripts of argument which had been previously heard on the motion, if a court reporter was present.
4. All orders previously entered relating to the motion.
5. Most recent order entered on the case
6. Cover letter noting any future dates in 2005, including a trial date.
7. Three ring binders are preferred

Emergency Motions:

- Emergency Motions with a proposed Order must be submitted via email (with notice to all parties) to Calendar D email account by 4:00 p.m. to be heard at 10:00 a.m. the next day. (If the motion, with exhibits, exceeds 15 pages, a hard copy must be delivered to Courtroom 2210 by 8:00 a.m.). The Motion must set forth in detail the grounds for hearing the motion on an emergency basis.
- The Court may, in its discretion, determine that the matter is not an emergency and direct the movant to re-set the motion on the regular motion call or some other date. See Section 3.5(A) of General Administrative Order 20-9 for the definition of an emergency.

Agreed and Routine Motions:

- Routine Motions and accompanying Orders (marked as “Routine Order”) may be noticed and submitted at 8:45AM Monday-Friday to the calendar E email address or to the basket outside Courtroom 2207. Absent receipt of an objection by 12:00 p.m. the same day, orders will be entered off call without appearance. See Section 3.6(B) of the General Administrative Order 20-9 of the Circuit Court of Cook County for a listing of “Routine Motions.”
- Parties may submit Agreed Motions (with accompanying draft orders marked “Agreed”) at any time by emailing law.caldcc@cookcountyil.gov and narrating in the email it is agreed by all parties as an Agreed Motion. Matters appropriate for such agreed orders may include motions for entry of HIPAA orders and dismissals pursuant to settlement (which may be sent to the Calendar D email law.caldcc@cookcountyil.gov).
- Any orders dismissing matters pursuant to settlement must include a statement disclosing whether or not voluntary mediation was utilized in reaching settlement and also indicate if the settlement dismisses the entire cause of action. In the event the settlement requires additional court involvement (e.g. wrongful death/survival apportionment, minor’s settlement, etc.), the parties shall also utilize the court form identifying the date for submission of the appropriate petition.

Petitions to Approve Settlement:

- Petitions to settle cases involving minors, disabled persons and survival and wrongful death claims shall utilize the court form identifying the date for submission of the appropriate petition. Counsel must present the Petition and accompanying materials to the Court by dropping off in the box outside 2207 or emailing law.caldcc@cookcountyil.gov an unfiled draft petition and proposed order.
- Once the Court approves the petition, counsel may file the petition and, if necessary, the Court will schedule a hearing date and time for the petition. See Local Rules 6.4 and 6.5 and the “Final Procedures Concerning Disposition of Minors’ and Disabled Persons’ Personal Injury Cases, Survival Actions, and Wrongful Death Cases with Sample Petitions and Orders,” issued March 2023.

Remote Appearances: Zoom Meeting ID: 646-673-2549 Passcode: 231739

- Court appearances in 2207 are in person unless prior arrangement and approval was provided by the Court.
- Counsel and parties participating by Zoom are reminded that a remote court appearance should be treated with the same respect and dignity as an “in person” court appearance.
- Counsel and parties are encouraged to participate from a quiet, private location with adequate lighting. Counsel and parties are expected to wear appropriate attire for remote court appearances.

Pretrial Settlement Conferences: May be scheduled in open Court or by email to the Calendar D email account.

Prove-ups:

Prove-ups are heard at 11:00 a.m., schedule after entry of default and/or may be transferred to 2005.

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

Effective July 28, 2025

Judge Charles S. Beach II, #2204