

**Standing Order for Judge Moira Susan Johnson**  
**Calendar F-Courtroom 2201**  
Email: [law.calfcc@cookcountyil.gov](mailto:law.calfcc@cookcountyil.gov)

**ALL CALLS ARE IN PERSON**

**Case Management conferences & Focused Case Management Conferences**

Initial Case Management Conferences [CMC's] are set for Wednesdays at 9:30 am. Focused Case Management Conferences [FCMC's] are set for 10:00 am, 10:30 am and 11:00 am.

**FCMC Motions**

If you seek to present a motion at a FCMC, please provide notice to opposing counsel and add to the sheet on the bench on any Monday at 11:00 am.

**Routine Motions**

Routine motions can be presented every day of the week (Monday through Friday) at 9:00 am. If noticed for in person presentation, please leave the routine motion in the designated bin in courtroom 2201. Orders will be available for pick-up in due course in the order received. If you contest a routine motion, notify opposing counsel and contact the Court by bringing the routine Motion Objection form in Courtroom 2201 at least 12 hours in advance. In the event of an objection, you must spindle the routine motion as a regular motion.

Routine motions can be submitted by email at [law.calfcc@cookcountyil.gov](mailto:law.calfcc@cookcountyil.gov). The notice of motion must reflect the motion is being submitted by email at [law.calfcc@cookcountyil.gov](mailto:law.calfcc@cookcountyil.gov).

**Routine Motions include:**

Vacate technical defaults and for Leave to File Appearance, Answer, Jury Demand

Leave to file an Additional Appearance

Leave to substitute an Attorney

Leave to File Amended Complaint

**HIPPA Orders**

If agreed, then you can bring the HIPPA Order anytime while court is in session. A HIPPA Order can be submitted by email at [law.calfcc@cookcountyil.gov](mailto:law.calfcc@cookcountyil.gov).

### **Emergency Motions**

Emergency Motions are heard every day of the week (Monday through Friday) at 9:15 am. Emergency motions should be added to the sign-in sheet in the courtroom on the bench, on the date on the notice of motion after 8:45 am. At that time, counsel should provide the courtroom clerk with the original notice of motion and a courtesy copy of the motion.

**Exception: For any Focused Case Management Conference [FCMC] case, emergency motions will be heard during the FCMC, or on the regular Emergency Motion Call.**

### **Default Motions**

The moving attorney must provide notice of motion and present the following: Original Notice of Motion, Original Motion, Copy of Summons, Copy of Return of a Summons, Attorney's Certificate, Military Affidavit (if defaulting an individual), and a proposed draft order.

### **Regular Motions**

Regular Motions are heard on Mondays, Tuesday, Thursdays, and Fridays at 9:30 am. Any motion that is spindled through the Clerk of the Circuit Court of Cook County (Odyssey) will receive a date at 9:30 am to appear on the docket.

**Exception: A properly served notice of motion and motion can be set for presentment as a piggyback on a status call at 10:00 am, 10:15 am. or 10:45 am. You cannot spindle a motion for 10:00 am, 10:15 am or 10:45 am.**

### **Contested Motions**

Contested motions require the entry of a briefing schedule order which includes a clerk status date. Upon receipt of complete briefs, pleadings, depositions and exhibits from Movant, in one delivery, a hearing will be set for oral arguments.

**Exception:** Motions to Dismiss based upon Forum Non Conveniens will receive a written decision. No oral argument hearing will be set upon receipt of complete briefs, pleadings and exhibits from Movant. If granted the case will be transferred. If denied, a status date and time will be included in the order.

### **Clerk Status**

Clerk Status takes place on the Tuesday, Wednesday or Thursday at 10:30 am, as indicated on the briefing schedule order that the parties have entered. At the Clerk's Status, the moving party **MUST** provide the Law Clerk in the antechambers of courtroom 2201 with complete courtesy copies; this includes copies of all briefs and other necessary pleadings, exhibits and complete deposition transcripts of all witnesses who testified regarding the subject of the motion. This court **does not** accept courtesy copies by mail or by basket drop-off. Upon receipt of

courtesy copies, a hearing date and time will be set. **FAILURE TO COMPLY WITH A BRIEFING SCHEDULE ORDER CAN RESULT IN THE MOTION BEING STRICKEN.**

**Oral Arguments**

Oral arguments will be set by the Court. It is the responsibility of the parties to preserve the record. As such, this Court strongly recommends that parties provide court reporter services for oral arguments.

**Page Limitations for Briefs**

Briefs in excess of 15 pages will not be accepted by this Court unless leave is granted. All briefs should be typed in Times New Roman Size 12 font and double-spaced.

**Pre-Trial Conferences**

Pretrial Conferences are conducted by agreement of the parties on a Monday or Friday afternoon. To schedule a pre-trial conference, contact [law.calfcc@cookcountyil.gov](mailto:law.calfcc@cookcountyil.gov). A pre-trial memorandum from each party should be provided no later than 3 days before the pre-trial conference.

**Settlements**

Any attorney seeking approval of a settlement in an action involving: (1) a minor's or disabled person's personal injury case; (2) an action brought under the Wrongful Death Act; and (3) an action which survives a plaintiff's death shall, in a written form, submit a Petition to Approve Settlement. This court retains jurisdiction to enforce a settlement.

ENTERED:

Associate Judge Moira S. Johnson

**AUG 14 2025**

**Circuit Court - 1836**

*MJ 1836*

Associate Judge Moira S. Johnson

Circuit Court of Cook County