

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

STANDING ORDER – CALENDAR X COURTROOM 2205

Judge Elizabeth A. Walsh

Richard J. Daley Center, 50 W. Washington St., Chicago, IL 60602

Calendar X e-mail: law.calXcc@cookcountyil.gov

Court Clerk: Corina McGoldrick | CEMcGoldrick@cookcountycourt.com

I. GENERAL INFORMATION

The Standing Order applies to all matters pending on Calendar X and should be read to be consistent with all Administrative Orders issued by the Chief Judge and the Presiding Judge of the Law Division. All matters are held **in person**. If extenuating circumstances require a Zoom appearance, requests must be made in advance to the Calendar X email explaining the circumstance and copying all parties/counsel. If a request is granted, Zoom can be accessed as follows: Zoom ID: 837 7556 6016 Password: 857 329. Approvals are limited to emergencies and exigent circumstances.

Official communication with the Court noted throughout this Standing Order will take place through the email address dedicated to Calendar X: law.calXcc@cookcountyil.gov. Email communication with the Court is limited to those matters permitted in this standing order or ordered by the Court. *Ex parte* communications with the Court regarding the substance of any case are prohibited. **Emails to the Court must copy all opposing counsel/self-represented litigants of record or they may be ignored as improper.** If your email is asking a question of a technical or logistical nature, please direct that to the Court Clerk, Corina McGoldrick, at cemcgoldrick@cookcountycourt.com or to the appropriate staff from the clerk's office on the 8th floor of the Daley Center.

II. SCHEDULE: the Court will set matters as follows:

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
9:30 a.m.	CMC	CMC	CMC	CMC	CMC
10:00 a.m.	CMC	CMC	CMC	CMC	CMC
10:30 a.m.	Motions	Motions	Motions	Motions	Motions
11:00 a.m.	Hearings	Hearings	Hearings	Hearings	Hearings
1:00 p.m.	Hearings/Pre-Trials	Hearings/Pre-Trials	Hearings/Pre-Trials	Hearings/Pre-Trials	
2:00 p.m.	Hearings/Pre-Trials	Hearings/Pre-Trials	Hearings/Pre-Trials	Hearings/Pre-Trials	

III. MOTIONS

A. Routine Motions should be emailed or dropped off in bin outside of 2205 on the date set in the notice with a proposed Order. Examples of Routine Motions include a motion for substitution of

attorneys, motions to vacate technical defaults and leave to file a responsive pleading, motions for entry of HIPAA Order, agreed motions for protective orders, and agreed dismissal orders. For further information regarding what constitutes a Routine Motion, see §3.6(B) of GAO 20-9. These motions need not be spindled through Odyssey and require no appearance, but the party filing a routine motion must set the motion for 8:45 a.m. on a date of their choosing and send the motion to all parties of record seven days before the motion is set so that other parties may object. The party must send the motion to the Court by 8:45 a.m. on the date it is set. A party may object to the entry of a routine motion by emailing Calendar X, copying all parties prior to the date and time the motion is set. If there is an objection to the motion, the Court will either rule and enter an order or request that the motion be spindled on the regular call. If the dismissal is via settlement and involves minors, disabled persons or wrongful death claims see Section V below regarding Petitions to Approve Settlement. Please note that the Motion Calendar cannot strike trial dates in Room 2005, so please do not include that language in any proposed Order. In the case of an agreed substitution of attorneys, please include the Cook County Number for both the incoming and outgoing law firm, so that the clerk's system may be properly updated.

- B. **Emergency Motions** must be submitted via email or dropped off in 2205 and include the grounds for the emergency. Emergency motions must provide at least 24 hours to other parties who have appeared absent an exigent circumstance where such Notice cannot be provided. Emergency Motions will be noticed and presented at 10:30 a.m. as indicated in the schedule above. If the matter is determined to not be an emergency, the Court may continue the motion or strike it to be noticed on the regular call.
- C. **Regular Motions** are any motions that do not fall into the two categories above. Regular Motions must be spindled through Odyssey for hearing or piggy-backed onto a CMC date. **This Calendar prefers that all regular motions being set within two weeks of a CMC date be piggy-backed onto any previously scheduled date in the case.** In the case of piggy-backing a motion, the movant should not set the motion for hearing through the clerk's system, but e-file the motion and give notice to all parties that it will be heard at the CMC date and email or drop off a courtesy copy of the motion to the Court at least three days prior to presentment. Hard copies of any motions do not need to be provided unless there are over 15 pages of exhibits. Please do not email *and* drop off the courtesy copies. The date and time of the hearing should be included with the courtesy copy. If a scheduled motion is being withdrawn and there are no other motions or CMCs on that case to be heard at the same hearing, the movant may submit an order withdrawing the motion and striking the hearing via email in advance.
- D. **Briefing schedules** on any motions that are not potentially dispositive are not likely to be granted, and the parties should expect to argue such a motion on the date of presentment. There will often be no briefing allowed for §2-615 and §2-622 motions. The movant shall succinctly describe alleged deficiencies in the complaint, or the §2-622 Affidavit/Report, and shall provide a copy of the pleadings for the court's review. For these types of motions, parties should follow the courtesy copy rules under Regular Motions of this Order. The respondent may be allowed to submit a written response, but only at the Court's discretion.

For any potentially dispositive motion, such as 2-619 Motions to Dismiss or Motions for Summary Judgment, where a briefing schedule is appropriate, the Court requires the movant to deliver paper courtesy copies by any date set by Court Order and unless specifically allowed by Court Order, no fewer than seven days prior to hearing. The Court requests that all briefs be double-sided and any deposition transcripts submitted in mini-script, 4 pages per one page, and double-sided. Copies of pertinent substantive case law are appreciated. A thumb drive need not be submitted for any courtesy copies, but may be advisable for video or photographic exhibits. Briefs shall not exceed 15 pages unless allowed by Court Order and seeking additional pages is not a routine motion. Motions to strike briefs, affidavits, or portions of either, will be taken with the motion without response or reply. For any briefed motion, the Court will generally set the matter for oral argument. Please do not include repeat attachments of exhibits that have already been included in the courtesy copy of a previous brief.

IV. CASE MANGEMENT CONFERENCES

At Initial Case Management Conferences parties should be prepared to address: 1) Whether the case is a re-filing; 2) Whether all parties have been served, and; 3) The known injuries/specials at that point. The Court will generally enter a form Case Management Order at all CMCs unless the Court specifically directs otherwise.

The Court will accept any Agreed Trial Certification Order at any time by email, even if the Trial Certification date has not been reached yet. Please use the most recent form Order on the clerk's website and agree on a date in Room 2005 for trial setting within 14 days. If the parties already have a trial date, that date will stand in lieu of a 14 day trial setting. Please also include in your Order the striking of future CMC dates in Room 2205.

The Court will not strike or move case management conferences via email even with an Agreed Order unless there are extenuating circumstances or it is required due to Court rescheduling. The Court will not modify deadlines or litigate issues via email outside of official Court proceedings even by agreement, and parties should be prepared to appear as scheduled. However, in the event that a date was mistakenly not stricken in a prior order or the matter has multiple dates set for the same purpose, an Agreed Order striking the unnecessary 2205 date may be submitted.

Orders must be retrieved from the [Clerk of the Circuit Court of Cook County \(CCC\) Portal](#).

V. PETITIONS TO APPROVE SETTLEMENT

Once settled, cases involving minors, disabled persons, and survival and wrongful death claims should be dismissed using the appropriate form order for the Court to retain jurisdiction regarding the approval and set for a date certain to avoid the Court losing jurisdiction after 30 days. Petitions to approve settlement orders in shall be presented to the Court electronically by emailing the unfiled petition and proposed order to the Calendar X email. 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 \(March 2023\)](#). Upon review, the Court will respond to all parties of record via email and advise whether further information or hearings are required. Once approved, the Court will advise that the Petition should be e-filed and the Court will enter the order.

VI. PRE-TRIAL CONFERENCES

Judge Walsh is available for pre-trial settlement conferences of Calendar X cases or any other cases. For a case not on Calendar X, the parties must obtain from Courtroom 2005 an Order transferring the case to Judge Walsh for pre-trial only. The parties can schedule a date for pre-trial via the Calendar X email. There should be a demand and offer conveyed by the parties to the other side prior to the pre-trial. Parties may submit a pre-trial memorandum by three days before the conference by drop off or via email containing (1) a summary of the allegations/defenses, evidence, claimed injuries and specials/damages, and; (2) the last demand/offer/policy limit.

VII. SELF-REPRESENTED LITIGANTS

The Court, Law Clerks, Court Clerks, and other Court Personnel cannot provide legal advice to any party. Self-represented or pro se litigants 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/SupremeCourtRules. Additional resources for self-represented litigants can be found below or at the Law Library located on the 29th Floor:

- Illinois Supreme Court Self-Help Resources – illinoiscourts.gov/self-help
- Illinois Court Help – ilcourthelp.gov/hc/en-us
 - Litigants may also call or text (833) 411-1121 to ask questions at the Illinois Court Help hotline.
- Illinois Supreme Court Commission on Access to Justice – atjil.org
- Lawyer Directories/Referral Resources: <https://www.cookcountyclerkofcourt.org/finding-attorney>
- The Cook County Clerk's office can be contacted for assistance in filing documents at their help desk at 312-603-3836 or 312-603-4530. You may also contact their call center at 312-603-5030. Their website for filing documents is <https://www.cookcountyclerkofcourt.org/> and the link for e-filing documents is <https://www.cookcountyclerkofcourt.org/eFile>.
- Sheriff's Information to check service: Civil Process Service Lookup - Cook County Sheriff (ccsheriff.org)

Dated: September 3, 2025

ENTER:

/s/ Elizabeth A. Walsh