

EFFECTIVE AUGUST 18, 2025

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

## **STANDING ORDER**

### **JUDGE STEPHANIE D. SALTOUROS** **Calendar Z**

Richard J. Daley Center, Chicago – Courtroom 2204

Chambers – 312.603.4646

Court Clerk - Sharon Mindock - [slmindock@cookcountycourt.com](mailto:slmindock@cookcountycourt.com).

Calendar Z Email Address - [law.calZcc@cookcountyil.gov](mailto:law.calZcc@cookcountyil.gov)

This order supplements the Illinois Code of Civil Procedure, Illinois Supreme Court Rules, Circuit Court of Cook County Rules, Circuit Court of Cook County General Orders, and the Law Division Motion Judges' Rules.

**\*\* ALL MATTERS (WITH THE EXCEPTION OF ROUTINE  
MOTIONS AND AGREED ORDERS) ARE CONDUCTED  
IN-PERSON.**

**EVERY NOTICE OF MOTION SHOULD SET THE  
MOTION FOR IN-PERSON HEARING AND SHOULD BE  
SPINDLED VIA THE ODYSSEY SYSTEM FOR AN  
ACTUAL DATE/TIME.**

#### **I. Generally**

- Official communication with the Court (i.e. routine motions, agreed motions, submitted Orders) will take place through the email address dedicated to Calendar Z: [law.calZcc@cookcountyil.gov](mailto:law.calZcc@cookcountyil.gov). All email correspondence to the Court must notice/copy all parties.
- If your email is asking a question of a technical or logistical nature, please direct that to the Court Clerk, Sharon Mindock, at [slmindock@cookcountycourt.com](mailto:slmindock@cookcountycourt.com).
- The Court will accept **Agreed** Dismissal Orders, whether via settlement or 2-1009 voluntary dismissal, by email or by dropping off in 2204. In any such Orders,

**please strike any specific future Court dates in 2204.** If the dismissal is via settlement, please indicate in the Order whether any minors or Wrongful Death claims are involved. **Please be advised that the Motion Calendar cannot strike trial dates in Room 2005, so please do not include that language in the Order.**

## **II. Motions**

**Routine Motions:**

**8:45 a.m., M – F**

**Emergency Motions:**

**8:45 a.m., M – F**

**Spindled Motions:**

**10:00 a.m., M, W, T, F**

**Rulings:**

**As Scheduled by Order of Court**

- The Court will accept **Agreed** Motions and/or Orders by email or drop off rather than spindling a Court date through Odyssey. Please include a proposed Order with the word “Agreed” in the title. If the Court also agrees with the Motion/Order, the Order will be entered. If the Court has additional questions or objections to the request, the Court will notify the parties by email. Paper copies of the Motion/Order are to be delivered to Room 2204.
- Emergency Motions, with a proposed Order, must be submitted to [law.calZcc@cookcountyil.gov](mailto:law.calZcc@cookcountyil.gov) **AND** dropped off in 2204 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. The Court will allow a reasonable period of time in its discretion to hear any objection or agreement to the Motion. See §3.5(A) of GAO 20-9 for what constitutes an emergency motion. **All Emergency Motions shall be heard in-person at 8:45am.**
- Any routine motion should be emailed to the Court at [law.calZcc@cookcountyil.gov](mailto:law.calZcc@cookcountyil.gov), or dropped off in 2204, on the date set for presentment, with a proposed Order. Routine motions need not be spindled through Odyssey. A party may object to the entry of a routine motion by emailing Calendar Z. If there is an objection to the motion, the Court will request that the motion be spindled on the regular call. See §3.6(B) of GAO 20-9 for what constitutes a routine motion.
- Any regular motion to which there is no agreement must be spindled on the Motion Call through Odyssey for in-person hearing. The Movant **SHALL DELIVER** courtesy copy of the motion to the Court prior to presentment. This Calendar will allow any motion to be piggy-backed onto an already-set date in the case, provided adequate notice is provided to all parties.

- There will generally be no briefing allowed for §2-615 and §2-622 motions. The movant shall succinctly describe the alleged deficiencies in the complaint, or the §2-622 Affidavit/report, and shall provide a copy of the pleadings for the court's review. The respondent may be allowed to submit a written response, but only at the Court's discretion.
- For any motions for which a briefing schedule has been allowed, the movant is responsible for delivering a complete paper courtesy copy of the motion consisting of all briefs and exhibits filed in support of or in opposition to the motion to Courtroom 2204. Movant's failure to submit a complete paper courtesy copy will result in the denial or continuance of the motion.
- For any motion, the Court requires **paper courtesy copies**, and requests that any deposition transcripts be submitted in mini-script, 4 pages per one page, and double-sided. A thumb drive need not be submitted for any courtesy copies, but may be advisable for video or photographic exhibits, or exhibits that exceed 10 pages. Briefs shall not exceed 15 pages unless specifically allowed by the Court.
- For any briefed motion, the Court will generally either rule in writing based on the pleadings/briefs or rule from the Bench on a future set date. Written rulings shall be entered into Clerk's website by the date indicated for ruling on the briefing schedule. Oral Arguments are generally not conducted unless the Court requests one or grants a party's request for one.

### **III. Case Management Conferences**

<b>Initial Case Management Conferences:</b>	<b>9:45 a.m., T</b>
<b>Continued Case Management</b>	<b>9:30 a.m., M, T, W, Th, F</b>
<b>Focused Case Management Conferences:</b>	<b>10:30 a.m., W</b>

- Initial Case Management Conferences are heard by Calendar Z on Tuesdays at 9:45 a.m. 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. If all parties have been served and are at issue, a Case Management Order will likely be entered. **The dates utilized on the order must be calculated based on the filing date of the complaint.** Litigants must use the Form Case Management Orders which can be located on the Circuit Court Clerk website.
- Cases will also be screened at Initial CMC, and possibly later CMCs, for transfer to First Municipal or referral to Law Division Arbitration based on case value. The specifics of the Law Division arbitration program can be found at Part 25 of the Local Cook County Rules on the Court's website.

- 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. **Please also include in your Order the striking of the actual Trial Cert date in Room 2204.**

#### **IV. Petitions to Approve Settlement**

- Petitions to settle cases involving minors, disabled persons and survival and wrongful death claims shall be delivered to the court by dropping off in 2204.
- Petitions shall 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, a sample of which is:

IT IS THEREFORE ORDERED that the settlement is approved, provided that the settlement amount approved herein shall be paid only to a Guardian appointed by the Probate Division or Circuit Court where the minor or disabled person resides, and this Order shall be effective only after entry in the appropriate Probate Division of an Order approving the bond or other security required to administer the settlement and distribution provided for in this Order.

- Please refer to FINAL PROCEDURES CONCERNING SETTLEMENT, MINORS' AND DISABLED PERSONS' PERSONAL INJURY CASES AND WRONGFUL DEATH CASES WITH SAMPLE ORDERS (March 2023), which can be found on the Court's website.

#### **V. Self-Represented Litigants**

- Legal assistance can often be found via [www.legalaidchicago.org](http://www.legalaidchicago.org) or the Chicago Legal Clinic at (312) 726-2938 (24-hour Intake number) or via their website: [www.clclaw.org](http://www.clclaw.org).
- Self-represented 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](http://www.ilga.gov) and [www.state.il.us/court/SupremeCourtRules](http://www.state.il.us/court/SupremeCourtRules).

#### **VI. Pre-Trial Conferences**

- Judge Saltouros is available for pre-trial settlement conferences of Calendar Z cases or any other cases. For a case not on Calendar Z, the parties must obtain from Courtroom 2005 an Order transferring the case to Judge Saltouros for pre-trial only. The parties can then schedule a date for pre-trial via the Calendar Z email. Parties may submit a pre-trial memorandum by 3 days before the Conference to the

Calendar Z email containing (1) a summary of the allegations/defenses, evidence, claimed injuries and specials/damages, and; (2) the last demand/offer/policy limit.

**VII. Court Reporters**

- A party wishing to have a case management conference or ruling transcribed must provide a certified court reporter at that party's expense.

Dated: August 15, 2025

ENTER:

<u>/s/ Stephanie D. Saltouros</u>	<u>2161</u>
JUDGE	Judge's No.