IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

COUNTY DEPARTMENT, LAW DIVISION

COMMERCIAL CALENDAR SECTION

CALENDAR "I"

COURTROOM PROCEDURES ORDER FOR CALENDAR "I"

JUDGE JONATHAN CLARK GREEN

COURTROOM 1906

312.603.4266

COURTESY COPY EMAIL ADDRESS:

LAW.CALICC@COOKCOUNTYIL.GOV & ANDREA.BARNES@COOKCOUNTYIL.GOV

LAW CLERK 312.603.5935

MINGYI.BI@COOKCOUNTYIL.GOV

CASE COORDINATOR: ANDREA BARNES: 312.603.4266

ANDREA.BARNES@COOKCOUNTYIL.GOV

AMENDED October 1, 2026

(Continuing Prior Procedures Order)

ROUTINE MOTION CALL: 8:45 A.M., MONDAY, TUESDAY, WEDNESDAY, THURSDAY

STATUS CALL: 9:00 A.M., MONDAY, TUESDAY, WEDNESDAY, THURSDAY

REGULAR MOTION CALL: 9:00 A.M., TUESDAY, WEDNESDAY, THURSDAY

INITIAL CASE MANAGEMENT CALL: 9:30 A.M., MONDAY, TUESDAY, WEDNESDAY, THURSDAY

TRIAL CALL: 10:00 A.M., MONDAY, TUESDAY, WEDNESDAY, THURSDAY

FOR ALL COURT PROCEEDINGS CONDUCTED ON ZOOM,

THE FOLLOWING IS THE "SIGN IN" INFORMATION:

MEETING ID: 911 3870 7020

PASSWORD: 035 427

DIAL IN NO.: 1-312-626-6799

"[Rules] cannot be specifically ignored... Rules are not mere suggestions... [t]hey have the force of law." McGary v. Illinois Farmers Ins., 2016 IL App (1st) 143190, ¶ 47.

1. Standing Order and Other General Information. This Calendar "I" Courtroom Procedure Order serves as a supplement to and not a replacement of (a) the Circuit Court Rules and General Orders, (b) the General Administrative Orders and Standing Orders of the Law Division, including Law Division GAO 20-9, and (c) the Commercial Calendar Section Orders, including "Uniform Standing Order for All Commercial Calendars" (May 31, 2022) ("Uniform Standing Order") and Commercial Calendar Section "Standing Order for Participation in Court Proceedings by Video Conference or Telephone" ("Video Standing Order"). All of the foregoing apply to all cases pending on Calendar "I" and are accessible through the Circuit Court's website (www.cookcountycourt.org). To the extent any provision in this Courtroom Procedures Order conflicts with any of the aforementioned orders or the Circuit Court Rules and Orders, this Courtroom Procedure Order controls. In addition, to contact court staff as required under these procedures, court staff contact information is listed at the top of these courtroom procedures. In any communication to court staff, the case name, case docket number, and next scheduled court date must be plainly set forth in the communication. All parties appearing in the case must be copied on written communications to court staff. Courtroom 1906 staff includes the Calendar I Case Coordinator ("Case Coordinator"), the Law Clerk, and the Courtroom Clerk.

2. Scheduling Motions and General Motion Information. Motions are scheduled for presentation on Tuesday, Wednesday and Thursday at 9:00 a.m. All motions must be filed with and scheduled through the Clerk of the Circuit Court. Motions that are not properly set and scheduled through the Clerk of the Circuit Court will not be heard. Courtroom 1906 staff cannot schedule a regular motion for any party. All notices of motion must include the email address of Calendar I (law.calicc@cookcountyil.gov) and the Case Coordinator. Courtesy copies of all motions and related papers must be provided to the court as set forth in Rule No. 6 below. All motions and briefs must be paginated. All motions are subject to a ruling of the Court at presentation or at any subsequent hearing, including clerk status hearings. Agreed motions, ex parte motions,

and off call motions are treated at Paragraph 15 below; routine motions at Paragraph 5 below; and emergency motions at Paragraph 4 below.

3. Piggy-backing Motions. The "piggy-backing" of motions onto a previously scheduled date is permitted so long as the movant separately schedules the "piggy-backed" motion with the Case Coordinator at least one week in advance of the date. Piggy-backed motions that are not properly set and scheduled on the call through the Case Coordinator will not be heard. Courtesy copies must be provided in accordance with Rule No. 6 below.

4. Emergency Motions. Emergency motions must be presented in compliance with Section I. C. of the Uniform Standing Order. Only parties who have filed an appearance may bring an emergency motion. A movant must schedule the motion with the Case Coordinator in advance, and any such scheduling will be done with the approval of the Judge. No unscheduled emergency motion will be heard. Once an emergency motion is scheduled, the movant must provide immediate notice to all parties of record, all parties served and not in default, and all persons who will be affected by the proposed emergency order and not already appearing in the case. Email addresses of parties being noticed must be provided to the Court's Case Coordinator and the Law Clerk immediately after the motion is scheduled. The movant must provide courtesy copies of the motion and all relevant papers to the Court pursuant to Rule No. 6 below, and the copies are due on the same day the motion is delivered to the Courtroom 1906 staff for scheduling. All emergency motions are subject to hearing and disposition at the Court's discretion.

5. Routine Motions. Routine motions shall be brought in accordance with Section I.D. of the Uniform Standing Order. Motions which are acceptable as routine motions are identified at Section I.D.6 of the Uniform Standing Order, except for motions for voluntary dismissal, which are governed by Rule No. 15(a) & (b) below. (Please also see Rule No. 15 regarding Agreed Motions and Off Call Motions, which are received and disposed of differently than routine motions.) Routine motions may be brought at any

time until the final pretrial conference in the case. In order to set a routine motion, the motion must be noticed for 8:45 a.m. on any day from Monday through Thursday. The routine motion and notice of routine motion must be emailed to the Law Clerk, to the Case Coordinator, and to law.calicc@cookcountyil.gov along with the Notice of Routine Motion at least one week before the date set in the Notice of Routine Motion. Routine motions may not be filed any later than three court days before the presentation date set in the Notice of Routine Motion. Routine motions emailed to the Court must include a proposed order for entry. When sent, the routine motion and each document filed with it must be sent as a separate electronic document to the Court. All routine motions are heard off call, and no party shall appear at the time set for the routine motion. The Notice of Routine Motion must notify the parties entitled to the notice that (a) no court appearance will occur, and (b) if there is any objection to the Routine Motion, the objection must be telephoned and/or emailed to the Courtesy Copy Email Address and to the Law Clerk or the Case Coordinator prior to the time set for the presentation of the motion in the Notice of Routine Motion. An objection need not state any grounds. Any routine motion to which an objection has been timely interposed will be stricken, and the movant must thereafter schedule the motion on the regular motion call (see Rule No. 2 above) should the movant still seek the relief or order requested.

6. Courtesy Copies.

(a) Requirement of Courtesy Copies. In regard to all motions filed in the case, the moving party shall provide to the Court courtesy copies of the motion and notice of motion at least one week (seven (7) days) before the presentation date or hearing date set for the motion. If before the date the courtesy copy is due, responses or other briefs are filed by any other party, the moving party must include all such responses or briefs in the set of courtesy copies provided. If the motion relates to a pleading, discovery, or any other document, said document must also be included with the courtesy copies. The movant is responsible for providing all required courtesy copies.

(b) Delivery and Content of Courtesy Copies. **(1)** All courtesy copies must be delivered

to the Court in electronic form by email to the Court's courtesy copy email address at law.calicc@cookcountyil.gov and the Case Coordinator within the time required. (See ¶ 6(a) above.) (The inclusion of the aforesaid emails in the course of the movant's E-filing of the motion with the Clerk of the Court will not satisfy the requirements of this rule.) Each courtesy copy document must be separate, but can be included in one email. The email must also be addressed or copied to all other parties of record. The email must include the date and time the matter is to be presented or heard. The emailing of a link to a separate electronic location for retrieval of the document or a zip file containing the document is not permitted. Electronic courtesy copies must be immediately printable, without passcode or security restriction. If the courtesy copies are impractical to email due to excessive size, a USB flash drive (not password protected), hand delivered, may be accepted in lieu of the electronic copy, upon specific request to the Court for the same.

(2) If an attached document or exhibit thereof exceeds 25 pages in length, a hard copy of all the material in the courtesy copy package must be timely hand-delivered to the Court in addition to the electronic copy. This page-count requirement does not include pages contained in the body of the motion, the body of any briefs, or pleadings attacked in a motion to strike or dismiss. (See also Rule No. 6 (c) below.) A hard copy of any motion, brief, or document of any size material may be required to be sent to the Law Clerk if so ordered by the Court. The movant may provide hard copies, in addition to electronic courtesy copies, of its courtesy copy motion papers to the Court if the movant so chooses.

(c) Hard Copies. The movant provides hard copies by hand delivering the same to the Courtesy Copy Tray outside Courtroom 1906 by the next court business date after the date the electronic courtesy copies are due, unless otherwise allowed by court order. The hard copy delivery must include the date and time the matter is to be presented or heard. (Please note that Federal Express and other commercial delivery companies are not reliable means of delivering material to the Court in a timely fashion, because such services deliver to the building and not to the courtroom itself. Accordingly, timely receipt by the court through such means is not common. The use of such services will not

constitute compliance with this rule if the Court's receipt is untimely.) Regarding the hard copy of any document which contains over five (5) exhibits or attachments, or if the same exceeds 30 pages, each exhibit or document must be separately tabbed. Opposing counsel must cooperate in providing tabbed copies. If the exhibits or attachments to any motion or brief exceed 300 pages, said exhibits and attachments must be separately provided in pdf form on a USB flash/portable drive instead of by paper copies.

(d) Court Instruction. All parties must be prepared to provide hard copies of any filing or case document upon request of the Court.

(e) Non-compliance. Failure to comply with this courtesy copy rule shall subject the motion to being stricken or denied.

(f) Scope. This rule also applies to all items other than motions, including but not limited to exhibits, trial materials, orders, statements, and memoranda.

7. Supreme Court Rule 304(a) Language. No SCR 304(a) language may be added to non-final orders without first petitioning the court by separate motion for such language to be added.

8. Withdrawing Motions Set for Hearing. If a hearing date on a motion has been set by court order, but the movant knows in advance that it will be withdrawing its motion for any reason, the movant must notify the Case Coordinator and Law Clerk (if assigned) by email in advance of the hearing.

9. Orders for Pick Up. Any order left for a party to pick up at Courtroom 1906 for more than seven (7) days will be discarded.

10. Interpreter. If a case or hearing requires the services of an interpreter, counsel on the case must let the courtroom clerk and the case coordinator or other courtroom staff know three days before the court date. Such notice may be provided by email. A represented plaintiff is obliged to make such requests as instructed above if the party knows the defendant is unrepresented and requires an interpreter. Court-provided interpreters are available in this courtroom only under the circumstances allowed under the rules and policies of the Circuit Court, which the parties must consult in advance. Interpreters will

not be provided by the court for trials if the party needing an interpreter is represented by counsel.

11. Memorandum of Judgment. All Memoranda of Judgment presented must be in hard copy and must include the Judgment Order. Any Judgment Order older than ninety (90) days must be certified by the Clerk of the Court.

12. Orders. Orders must be emailed to the Case Coordinator, Andrea Barnes (andrea.barnes@cookcountyil.gov) & (law.calicc@cookcountyil.gov) before 12:00 p.m. of the day the order was pronounced.

by the Court. Alternatively, hard copy orders are also acceptable if delivered by 12:00 p.m.

13. Motions for Default. Regarding a motion for default, the movant must comply with Section I. E. of the Uniform Standing Order, the "Required Documents" being required courtesy copies provided in accordance with Rule No. 6 above, which are due one week before the default or prove up hearing date. If an order of default is entered, the plaintiff must obtain a prove up date for entry of judgment.

14. Motions for Summary Judgment. Motions for Summary Judgment shall be filed with the court no later than sixty (60) days prior to the scheduled trial date, unless otherwise ordered by the court.

15. Pretrial Settlement Conferences. The parties in a case, if in agreement, may request that a case be set for a pretrial settlement conference. The parties must comply with Section II of the Uniform Standing Order. The Calendar I judge will preside over the settlement conference, unless there is a specific request for a different judge. If the Calendar I judge presides over the settlement conference, all of the parties must stipulate at the time the conference is scheduled that there is no objection to the same judge presiding at trial. The settlement conference, if any, must be scheduled to occur at least one week prior to the final pretrial conference. The Settlement Memorandum required of each party under Section II of the Uniform Standing Order must not be filed with the clerk of the court and is not to be served on any other party. The Settlement Memorandum is due seven (7) days before the settlement conference, delivered in

accordance with Rule No. 6 above. The Settlement Memorandum is submitted by each party to the Court confidentially, and the contents of the Memoranda will not be disclosed without the submitting party's express consent. The Settlement Memoranda must not exceed five (5) pages, and no exhibits in excess of ten pages are permitted, exhibits being allowed only to the extent that they are either necessary for or capable of explaining or simplifying material contained in the Settlement Memorandum.

16. Agreed Orders, Ex Parte Motions, and Off Call Motions.

(a) Agreed Orders. The following agreed orders may be submitted to the Courtroom 1906 staff at any time and entered off call (that is, without a court date or notice): settlement orders, voluntary dismissal orders, agreed protective orders, and HIPAA protective orders. Agreed orders must contain the signatures or facsimile signatures of all parties or counsel who have appeared. Any agreed dismissal order must include a sentence identifying and striking all future dates set in the case, if any. HIPAA orders must conform to the order approved by the Law Division.

(b) Ex Parte Off Call Motions and Orders. The following motions, orders, and/or memoranda only may be submitted off call ex parte and without notice to the Case Coordinator: ex parte motions for voluntary dismissal if allowed under law, confessions of judgment, and memoranda of judgment. All motions must include an order. All confessions of judgment must include sufficient proof of the confessed judgment and entitlement thereto, including authorized appearance of the party confessing if so required by the confession provision. Regarding memoranda of judgment, see also Rule No. 11 above. Any dismissal order must include a sentence identifying and striking all future dates previously set in the case, if any.

(c) Briefing Schedule Orders. Briefing schedule orders, providing reasonable times for the filing of briefs, may be submitted as agreed orders pursuant to GAO 20-9, Section 4.1.3. and must provide that the motion presentation date, if any, is stricken. Agreed briefing schedules must provide that courtesy copies of the motion and briefs are due on the same date the reply is due. The hearing date must be scheduled with the Case

Coordinator. The scheduled hearing date cannot be earlier than one (1) week after the due date of the last brief. If the briefing schedule order is refused, the request for a briefing schedule must be motioned on the regular motion call. (See Rule No. 2 above.)

(d) Court's discretion. The Court retains the discretion to refuse any motion or proposed agreed orders. If a refusal occurs, movant may bring an appropriate motion on the Regular Motion Call. (See Rule No. 2 above.)

17. Briefs, Memoranda of Law, and Related Documents. The size, style, and content of all briefs, memoranda of law, motions, and other related documents is governed by Section III of the Uniform Standing Order. Rule No. 6 regarding courtesy copies applies. Citation to Illinois cases or legislation in accordance with a citation style approved by Illinois and Cook County court rules is sufficient. Case law or any other authority outside of the State of Illinois (including federal case law in Illinois-based federal courts) must be provided to the Court by a full copy of the same; citation alone is insufficient. No case may be cited to Westlaw alone, unless a full copy of the case is provided along with the brief. All electronic copies must be separate. If case law, foreign statutes, and/or other authority is provided along with the motion, brief, or memorandum, and if any such material exceeds 10 pages, a hard copy must be delivered to Courtroom 1906 by the courtesy copy due date. If hard copies are required and they include more than one document, the documents must be tabbed. If said law or authority exceeds 300 pages, it must be delivered on a USB flash drive (not password protected) and not on paper.

18. Preparation for Trial.

(a) Once a trial date is scheduled, the parties must comply with Section V. of the Uniform Standing Order. Upon exchange between the parties of the Section V. A. and B. trial material required under Section V.C.1 (45 days prior to trial), the parties' trial counsel must immediately confer and decide whether joint statements or submissions can be agreed upon. Failure to provide an agreed joint statement of the case will result in the court drafting a statement of the case.

(b) If any motion in limine is served, the opposing party must serve a written response

within ten (10) days. Any such response shall become a part of the trial material.

(c) A courtesy copy of all of the trial materials must be delivered to the Court fourteen (14) days before trial or ten (10) days before the pretrial conference, whichever date is earlier, in electronic and hard copy form, unless otherwise ordered by the court. Each party must provide the hard copy trial materials in a three-ring trial binder. All documents in the binder must be tabbed. Permanently bound materials are not permitted. All exhibits must be numbered and cannot be designated by letters of the alphabet. Each exhibit list must set forth for each exhibit, to the right of the number and description, separate columns for the exhibit's identification, offer, objection, objection ruling, and admission/refusal. If a party's exhibits exceed 300 pages in total, the exhibits must be provided on an USB flash drive (not password protected) and not on paper.

19. Electronic and Audio/Visual Equipment at Trial. At the pretrial conference, counsel must identify all types of electronic, computer, audio/visual, or other technical equipment or devices necessary for use in the courtroom for trial. The Court is equipped to conduct hybrid proceedings, using Zoom technology. Beyond that, the Circuit Court of Cook County does not provide any technical or electronic equipment to parties in civil cases, and said parties are responsible for providing the same at their own expense for the conduct of trial. The Court will advise at the pretrial conference whether any such equipment will be allowed. For any equipment allowed, counsel is responsible for pretesting the equipment in the courtroom before the day of trial to assure proper working operation at trial. The Court cannot guarantee the availability of any ethernet connection in the courtroom; it is ordinarily not available to litigants. Wi-Fi is not available in the courtroom.

20. Status hearings. All cases assigned to this Calendar are subject to periodic status hearings. Failure to appear at scheduled status hearings may result in either a dismissal for want of prosecution or a default order. Status hearings are conducted remotely, unless otherwise ordered. Any party may appear in court in person without leave of court.

21. Discovery motions. Any and all motions to compel discovery under Supreme Court Rules 201 or 219 must contain a written statement required by Supreme Court Rule 201(k). Failure to comply strictly with Supreme Court Rule 201(k) and with the foregoing requirement may be grounds for denial of the motion. With regard to written discovery under Rules 213 and 214, after the time to respond to the same has expired, failure to respond within one week to a written request to provide the late responses will be grounds for a motion to compel responses. Any discovery motion must include the discovery document(s) or deposition transcript(s) at issue. Rule No. 6 on courtesy copies applies to these motions, and any document in the courtesy copies in excess of 25 pages requires the additional hand-delivery to the Court of hard copies of all courtesy copies on the courtesy copy due date. Any attachments which exceed 300 pages must be delivered on a USB flash/portable drive (not password protected) and not on paper.

22. Bankruptcy Stays. If a case is subject to a bankruptcy stay, the parties must notify the Court at the next status hearing. Copies of relevant filings in the bankruptcy court are helpful, but not necessary. The parties must provide the Court with the identity of the bankruptcy court before which the bankruptcy is pending and the docket number of the case or filing. Cases subject to a bankruptcy stay will be transferred to the Law Division Bankruptcy Calendar.

23. In Court Proceedings/Remote Proceedings/Hybrid Proceedings. Beginning January 1, 2026, all hearings for 2024 or earlier numbered cases shall be "in person" unless otherwise ordered. Beginning January 1, 2027, all hearings for 2025 and earlier numbered cases shall be "in person" unless otherwise ordered. All trials, pretrial conferences, pretrial settlement conferences and evidentiary proceedings are in person in the assigned courtroom. The parties are required to provide a court reporter for all trials and evidentiary proceedings. (The Court never provides a court reporter for this Calendar for any proceeding.) The Court retains the discretion to order that any other proceedings be conducted in person in the assigned courtroom. Subject to the "in person" requirements of this Rule 22, all pretrial status hearings, motion hearings, and initial case management hearings are conducted remotely via

Zoom, unless otherwise ordered. Any party is given leave to attend any court proceeding "in person". All in court proceedings are in Courtroom 1906, unless otherwise ordered. Courtroom 1906 is equipped to conduct hybrid proceedings, where parties are present both in court and remotely simultaneously. Any party may bring a motion to request that any contested proceeding set for remote hearing take place in person in the courtroom, and said motion must be heard at least two weeks before the scheduled proceeding. Disposition of the motion is at the court's discretion. Any party to an evidentiary hearing, a bench trial, or other proceeding may bring a motion to conduct the proceedings remotely, but reasonable notice of the motion and reasonably timed presentment of the motion in advance of the hearing is required. Disposition of the motion is at the court's discretion.

24. Remote Proceedings. The Video Standing Order (see Rule No. 1) applies to all remote proceedings conducted on Calendar I. On any notice for motion or hearing, petition for rule to show cause, or court order containing a future date for appearance, the same must set forth all of the pertinent information for appearing remotely before this Court. For Calendar I, the remote hearings are conducted via Zoom, with **the Meeting ID: 911 3870 7020, Passcode: 035 427**, and dial in number 1-312-626-6799. All parties and counsel appearing in remote proceedings must be visible on video and able to communicate through audio. Participation while driving a vehicle is not permitted. Noise disturbances of any sort are not allowed. Counsel must have their first and last names designated on their video connection. See Rule No. 22 regarding required "in person" court proceedings.

ENTERED
Judge Jonathan Clark Green-2280
SEP 25 2026
MARIYANA T. SPYROPOULOS
CLERK OF THE CIRCUIT COURT
OF COOK COUNTY, IL

Entered: Sept. 25, 2026

#2280

Judge Jonathan Clark Green

Order (12/01/24) CCG 0002

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

v.

In re: Amended Supplemental Standing Order for Room 1906

No. To Chief Judges Office Calender I

ORDER

Judge Jonathan Clark Green, assigned to Calendar I, Room 1906, in the Commercial Section of the Law Division, hereby submits the Amended Supplemental Courtroom Procedures Order, attached hereto, to replace the previous such order for Room 1906, effective October 1, 2026.

Attorney No.:

Name:

Atty. for: O/C

Address:

City/State/Zip:

Telephone:

ENTERED:

Dated: Sept. 18, 2026

Judge

#2280

Judge's No.

Mariyana T. Spyropoulos, Clerk of the Circuit Court of Cook County, Illinois