

HONORABLE STEPHEN A. SWEDLOW

STANDING ORDER

CALENDAR Q

ROOM 2007

(312) 603-5902

EMAIL:

Melissa.robbins@cookcountyil.gov (proposed orders)

Melissa.robbins@cookcountyil.gov (courtesy copies)

Zoom Meeting ID: 994 2739 7392

Zoom Meeting Password: 2007

Zoom Call-in Number: 312-626-6799

Law Clerk: Lilly Gullett: Lilly.gullett@cookcountyil.gov

Court Clerk: TBD

Court Coordinator: Melissa Robbins: Melissa.robbins@cookcountyil.gov

Court's Schedule:

Monday – Wednesday

9:45 a.m.	Case management/Status
10:15 a.m.	Contested motions/hearings
10:45	Trials
1:30 p.m.	Settlement Conferences

Thursday

9:30 a.m.	Case management/Status
9:30/10/10:30/11 a.m.	Motion call
11:00 a.m.	Final Pretrial conferences

Friday

9:00 a.m.	Continued Trials and specially set motions
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The purpose of this standing order is to establish motion, hearing, and trial rules and procedures intended to aid attorneys and litigants participating in litigation pending on this Calendar. The Court will consider exceptions to these procedures upon request and under appropriate circumstances.

I. COURTROOM PROCEDURES

- a. The parties have the right to appear in person in court. The parties may also appear by Zoom for regular motions using the above Zoom Meeting ID and Password to appear remotely.
- b. Parties will use the above Zoom Meeting ID and Password to appear remotely.
- c. **Parties should be muted until instructed otherwise by the Judge.**
- d. The remote appearances will be conducted according to the above schedule for motion presentment, case management and status call. Any contested hearing, pretrial settlement conference, or trial shall be separately set by the Court.
- e. **Agreed Orders are permitted in lieu of appearing remotely.** If the parties wish to provide an agreed order, in word format, to the Court via email that will be permitted.
- f. If the parties are late to their scheduled court date and time, then the Court retains the right to strike said date, DWP or default the parties as the Court finds appropriate.
- g. The remote court call is open to members of the public who must be muted without video during Court proceedings. The Court retains the discretion to remove any disruptive individuals.
- h. **Recording Prohibited by Law.** *Any video recording, audio recording, photographing and/or reproducing of the livestream is strictly prohibited. The recording, publishing, broadcasting or other copying or transmission of courtroom proceedings by video, audio, still photography or any other means is strictly prohibited by Illinois Supreme Court Rule 68(A)(8) and is subject to the penalties for contempt of court.*

II. ROUTINE MOTIONS

- a. Routine motions will be accepted and do not require a court appearance.

Motions should be **emailed** to Melissa.robbs@cookcountyil.gov and the draft order should be emailed to Melissa.robbs@cookcountyil.gov at least two court days before the order will be entered by this Court.

- b. Proper notice is required. (See Circuit Court Rule 2.1). If the Court receives no objection to the routine motion, *stamped copies of an order granting the requested relief will be provided to the parties by the Clerk's Office via email.* However, the Court retains discretion to reject draft orders or routine motions that the Court determines, in its discretion, should not be granted.
- c. The Court will only consider the following motions as “routine”:

1. Motions for leave to file an appearance, answer, or a motion;
 2. Motions to appoint special process server (notice not required);
 3. Agreed orders to extend time to file pleadings or briefs, continue of a court date, or amend a briefing schedule;
 4. Agreed dismissal orders; and
 5. Motions for voluntary dismissal.
- d. Parties do NOT need leave from the Court to issue an alias summons and may do so at any time after the commencement of suit.
- e. **Agreed dismissal orders** must contain the original signature of all parties and/or their counsel. Please be sure to strike all future scheduled dates.
- f. All other motions must be scheduled either with the Court Coordinator or through E-Filing.¹

III. REGULAR MOTIONS AND STATUS CALLS

a. **Scheduling** –

1. The Court's regular status calls are at **9:45 a.m. daily Monday through Wednesday.**
2. Motion hearings are scheduled **10:15 a.m daily Monday through Wednesday.**
3. Motion calls are set **9:30/10/10:30/11 on Thursday.**
4. Final pretrial conferences are set **11:00 a.m. on Thursday.**
5. Jury Trials are set to start **Mondays at 10:45.**
6. Bench Trials are set to start **Mondays and Wednesdays at 10:45.**
7. Settlement Conferences can be set by agreement of the parties at **1:30 p.m. any day.**
8. All other proceedings can be specially set by contacting Melissa Robbins.

- b. **Courtesy copies** – All courtesy copies are due to the Court upon the **filing of the last responsive pleading. If courtesy copies are 25 pages TOTAL or less they may be emailed to the Court Coordinator at Melissa.robbsins@cookcountyil.gov. If the courtesy copies exceed the 25-page email limit they must hand delivered to the courtesy copy basket**

¹ As of July 1, 2018, E-Filing became mandatory in Illinois for all Civil Areas (except Quasi Criminal, Housing and Wills). Illinois Supreme Court Order M.R. 18368.

outside courtroom 2007. Failure to do so may result in the motion being stricken.

NOTE: *When any submission is filed through the Clerk's electronic filing procedure, the Court does not receive notice of the filing or a copy of the filed submission.*

- c. **Motions to compel and other discovery motions** – Prior to bringing a motion related to discovery, the parties shall adhere to Illinois Supreme Court Rule 201(k), which provides:

The parties shall facilitate discovery under these rules and shall make reasonable attempts to resolve differences over discovery. Every motion with respect to discovery shall incorporate a statement that counsel responsible for trial of the case after personal consultation and reasonable attempts to resolve differences have been unable to reach an accord or that opposing counsel made himself or herself unavailable for personal consultation or was unreasonable in attempts to resolve differences.

- d. **Motions to file amended pleadings** – A motion to file an amended pleading must be accompanied by a black-lined version of the proposed pleading.

IV. EMERGENCY MOTIONS

- a. **Procedure.** Emergency Motions must be scheduled with **the Court Coordinator** at Melissa.robbins@cookcountyil.gov. The movant shall present the motion, relevant pleadings, attachments, affidavit(s) and complaint stating the basis for the emergency to the law clerk *via email*. If the matter is a true emergency, an immediate hearing date will be set and movant shall provide notice to the opposing parties or their counsel.
- b. **True Emergencies.** Generally, a true emergency exists only where: (1) there was no opportunity to notice a motion for the regular motion call; and (2) without immediate court action, there will be irreparable damage to a party. Matters that have become urgent by reason of a party's failure to seek timely relief are not emergencies and will not be scheduled as an emergency.

V. BRIEFS

- a. There is a **15-page limit** on motions and briefs in support (collectively, the motion and brief in support must be 15 pages or less), a **15-page limit** on response briefs and a **7-page limit** on reply briefs. The page limitation excludes attached pleadings and exhibits. All briefs should be double-spaced with **12-point font** and at least **1-inch margins**. All exhibits should be page-numbered and tabbed.
- b. A sur-response or sur-reply will be allowed only if the Court deems it necessary, and a party makes such a request by written motion.
- c. Case authorities should be cited to the official reporter where available.

VI. TRIALS AND EVIDENTIARY HEARINGS

Trial materials – The parties’ trial materials (listed below) must be submitted two weeks before trial is scheduled to begin. Trial materials must be delivered to Chambers. Failure to comply with this requirement may result in dismissal, default or other appropriate order. The parties are strongly encouraged to submit joint or agreed trial materials to the extent possible. To the extent that separate trial materials are submitted, they must be accompanied by a statement detailing the good faith efforts of the parties to agree on a joint submission.

A. Jury Trials

1. Concise statement of the case to be read to the jury in *voir dire*;
2. Estimate of the number of trial days;
3. Witness list to be read to the jury in *voir dire*;
4. Statement that the party will/will not stipulate to a unanimous verdict of 10 or more jurors;
5. Motions *in limine*;
6. Trial briefs;
7. Jury instructions with I.P.I. numbers (each instruction marked “Agreed” or “Objected To”) and compliance with Supreme Court Rule 239(c);

8. Parties' exhibit lists indicating each exhibit number and noting objections to exhibits. Failure to submit and note objections may cause the objections to be waived;

9. Requests to Produce at Trial (Supreme Court Rule 237) must be prepared and delivered to the Court seven days before the final pre-trial conference;

10. Evidence depositions,

11. Rule 213(f)(1-3) disclosures, and

12. Final pleadings, including: the complaint, answer, counterclaims, affirmative defenses, answers to requests to admit and other relevant pleadings.

B. Bench Trials

Trial Counsel shall deliver the same materials listed above, excluding numbers 1, 4 and 7.

VII. COURT REPORTERS

Counsel should be aware that there are no official court reporters assigned to Law Division courtrooms. Any party desiring a transcript of proceedings of any matter heard on Calendar Q is responsible for providing a private court reporter.

XIV. RESOURCES FOR SELF-REPRESENTED LITIGANTS (PRO SE)

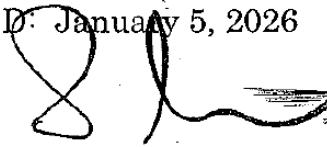
In 2020, the Access to Justice Division partnered with the Illinois Supreme Court Commission on Access to Justice to develop a new service that increased access to court and procedural information.

Please scroll over each bullet point and click the link for a direct link to resources.

- [Illinois Court Help](#)
- [Help Desks In The Courthouse](#)
- [Representing Yourself In Court](#)
- [Statewide Forms – Approved Standardized Statewide Forms](#) (Available in English and Español)
- [Standardized Statewide Motion Forms](#) (Available in English and Español)
- [Request an Interpreter or Special Accommodation](#)
- [E-Filing Information and Resources](#)

Self-represented litigants in Cook County can also access free legal information, advice, and referrals by calling the [Coordinated Advice and Referral Program for Legal Services](#) (CARPLS) Legal Aid Hotline at (312) 738-9200.

ENTERED: January 5, 2026



Judge Stephen A. Swedlow

