

STANDING ORDER
FOR COMMERCIAL CALENDAR Y (COURTROOM 2004)
Judge John J. Tully, Jr.
Effective December 11, 2025

IMPORTANT: This standing order is inclusive of and expressly incorporates the Uniform Standing Order for All Commercial Calendars. All attorneys are **required** to read the Commercial Section Uniform Standing Order in conjunction with the Calendar Y Standing Order.

COURT SCHEDULE

Court is in session from 9:00 AM until 4:30 PM on regular business days. **Please see GENERAL REQUESTS AND REMINDERS for detailed information.**

- Court holidays are available at: <https://www.cookcountycourt.org/about/legal-court-holidays>

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| Emergency Motions: | Daily at 9:00 AM. A copy of the motion must be delivered no later than 2:30 PM the day before. |
| Initial Intake: | Mondays and Tuesdays at 9:00 AM or as scheduled. |
| Clerk Status: | As scheduled by the court. No appearance necessary. |
| Case Management: | Mondays through Thursdays between 9:00 AM and 10:00 AM or as scheduled. |
| Motion Call: | Wednesdays and Thursdays at 10:00 AM or as scheduled. |
| Prove-Ups | Mondays at 9:00 AM or as scheduled. |
| Contested Motions: | Mondays through Thursdays at 9:30 AM or as scheduled by the court. |
| Settlement/Trial Conferences: | As scheduled commencing at 10:30 AM. |
| Trials: | |

This standing order is effective in Commercial Calendar Y (Courtroom 2004). For additional dates, times, and information, consult the court's website at www.cookcountycourt.org or the *Chicago Daily Law Bulletin*.

MATTERS

Emergency Motions

1. Pre-approval to appear must be obtained from chambers by submitting a copy of the emergency motion *via email* for review no later than 2:30 PM the day prior.
2. Notice must comply with Local Rule 2.2; a copy of the motion must be presented to the Court the day before the hearing.
3. True emergencies are rare, limited to situations where irreparable injury may occur if relief is not granted immediately.
 - a. Motions to compel discovery are usually not considered emergencies.
4. If the Court finds a motion is not an emergency, it will be stricken.

Routine Motions

1. *Via email* the parties must send a proposed order that accompanies the filed motion and request for entry.
2. Cases set for trial and cases three years old or older are not eligible for routine motions.
3. A party opposing a routine motion must object when it is presented, in writing or orally, in person or by phone.
4. If no objection is made, the courtroom clerk will enter an order granting the motion if it is in proper order.
5. Routine motions include:
 - a. Vacate technical default;
 - b. Leave to file appearance;
 - c. Leave to file answer, *instantly*;
 - d. Leave to file first amended pleading or counterclaim;
 - e. Leave to appear as additional counsel or to substitute attorneys by agreement (a motion to withdraw as counsel without a substitute attorney is not a Routine Motion);
 - f. Appoint a special process server (the server's license number must be included);
 - g. Voluntary dismissal of complaint or counterclaim; stipulations to dismiss all or any part of a case (except wrongful death and minors' settlements); and
 - h. Petition for the issuance of subpoenas to be served outside Illinois (specific documentation required).
6. Appearance *pro hac vice* is governed by Supreme Court Rule 707.

Motions for Default – Required Documents

1. Default Motions must entirely comply with this Order or they will not be heard. All supporting materials set forth below are to be e-filed.
2. Default Motions are to be set on the case's previously scheduled status date or prove-up date or *spindled* at the Motion Desk in Room 801 of the Daley Center.
3. Five court days prior to the date set for the motion, copies of the following documents and all other required documents, must be delivered to the Court *via email* in **text-searchable PDF format and in hard copy**:
 - a. Notice. Movant must provide notice to all parties who have been served, even if they have not filed an appearance;
 - b. Original notice of motion and motion;
 - c. Face of summons;
 - d. Return of summons;
 - e. Attorney certificate that counsel examined the court file and the clerk's computer within 10 business days prior to the hearing date and determined defendant's appearance or answer was not on file;
 - f. Affidavit of military service (if an individual is in default);
 - g. Copy of the verified complaint and/or Movant's affidavit verifying the judgment amount;
 - h. Affidavit detailing costs requested;
 - i. Affidavit detailing attorneys' fees, if authorized by statute or contract;
 - j. Proposed Judgment Order.

Initial Case Management Conference

1. After a case is filed, the Clerk of the Court sends notice of the Case Management Conference to those who have filed an appearance.
2. Notice of this Conference will be published in the *Chicago Daily Law Bulletin*.
3. Counsel familiar with the case and *pro-se* litigants must appear at the Conference and if they do not, the case may be dismissed. The parties are to inform the Court as to the status of discovery, the pleadings and any pre-trial motions.

Clerk Status and Briefs

1. Opening briefs and response briefs cannot exceed 15 pages. Reply briefs cannot exceed 7 pages. Briefs must contain customary 12-point font, one-inch margins and be double-spaced. Briefs filed in excess of these limitations will not be accepted without leave of Court upon written motion containing good cause.
2. The court requires **both electronic and physical copies delivered**.
3. Email copies of all briefs or provide an online link to the briefs scheduled for Clerk Status in **text-searchable PDF format with bookmarks** to:
 - a. Court Coordinator: patricia.wisniewski@cookcountyil.gov
 - b. Law Clerk: jessica.olson@cookcountyil.gov
4. On the date of the Clerk Status, **please hand-deliver copies** of all briefs, with exhibits in tab format, to the bin outside of Courtroom 2004.
5. At the Clerk's Status, movant is obligated to deliver copies of all the briefs, pleadings, relevant documents and the most recent complaint and answer, if any, with an accompanying cover letter containing the case number, date and time of the hearing.
6. Electronic courtesy copies of all documents shall be delivered to the court in an organized and searchable format with exhibits properly attached and marked.
 - a. Any electronic files submitted to the court shall state in the filename (1) the date the document was filed in the form YYYY-MM-DD; and (2) identification of what the document is. By way of example, the filenames may appear in the following form:
 1. 2020-12-31 Def Motion to Dismiss.pdf
 2. 2020-12-31 Def Motion to Dismiss – Exhibit 1- Promissory Note.pdf
 3. 2021-01-14 Pl Response to Motion.pdf
 4. 2021-01-28 Def Reply.pdf
 - b. If there are multiple motions, they shall be contained within a separate folder for each respective motion along with that motion's

Pretrial Settlement Conferences

1. Before a Settlement Conference will be scheduled, the parties are required to exchange good faith offers and demands in writing.
2. A Settlement Memorandum must be submitted at least two business days prior to the Conference by each party before *via email* in **text-searchable PDF format with bookmarks** and *hard copies* delivered to the bin outside Courtroom 2004 and must contain:
 - a. Date and amount of last offer/demand by each party;
 - b. Primary reason or the main points why the case has failed to settle;

- c. A summary of plaintiffs' and defendants' evidence and primary legal issues;
3. All parties with authority are required to be present in person unless excused by the court.
4. The Judges in the Commercial Calendar encourage good faith mediation of disputes and may order any contested matter to mediation by Order of Referral.

Jury and Bench Trials

Courtesy copies of trial materials shall be sent to the court *via email* in **text-searchable PDF format with bookmarks** and in **hard copy**.

JURY TRIALS – Provide:

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. Stipulations and uncontested facts – in numbered paragraphs, state any stipulations and uncontested facts;
8. Deposition designations;
9. Jury instructions with I.P.I. numbers (each instruction marked “Agreed” or “Objected To”) and compliance with Supreme Court Rule 239c;
10. Parties' exhibit lists indicating each exhibit number and noting which exhibits are objected to and the grounds for objection, if any. Failure to submit and note objections may cause the objections to be waived;
11. 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; and
12. Final pleadings, including: the complaint, answer, counterclaims, affirmative defenses, answers to requests to admit and other relevant pleadings.
13. **Final Jury Instructions:** Parties must hand-deliver **two copies** of the final combined jury instructions directly to the judge.

BENCH TRIALS – Same as above except: numbers 1, 4 and 9.

BOTH JURY AND BENCH TRIALS

1. At least 45 days before trial, or other specific date set by the Court, the parties must confer and exchange the above materials as well as all their trial exhibits and demonstrative evidence.
2. If the Court's schedule prevents trial on the date set, the case will be transferred *instantly* to the Presiding Judge and will be assigned to another Judge for immediate trial.
3. *Motions in limine* will be ruled on prior to trial.
4. Jury instructions may be discussed and ruled upon at the pretrial conference prior to trial.
5. Parties should correspond with the court's personnel *via email* to schedule set-up of any trial equipment (*e.g.*, projectors, screens, computer monitors, etc.). Parties must supply their own equipment; the court does not provide any.
 - a. Please tender a draft order granting permission to bring equipment into the building for the court's consideration.

GENERAL REQUIREMENTS AND REMINDERS

Motion Call

1. Motions must be e-filed.
2. Motions must be served on all parties who have appeared, with courtesy copies delivered to the Judge's chambers.
3. On the date a motion is presented, the Court may rule or set a briefing schedule.
4. **Routine, Uncontested Motions:** May be presented remotely via Zoom.
 - a. Zoom information:
 1. **Meeting ID:** 999 8063 6139
 2. **Password:** 645477
 - b. For Zoom: in the username, attorneys should include case number, first and last name, and party designation:
 1. 20L3456 - John Doe (P)
 2. 20L3456 - Jane Smith (D)
5. **Contested Motion Hearings:** Parties must appear **in person** in Courtroom 2004.
6. **All Motions and Orders:** Must be emailed to court coordinator Patricia Wisniewski at patricia.wisniewski@cookcountyil.gov in both PDF and Word formats
 - a. All orders must be sent by **12:00 PM (noon) on the day of the party's court appearance.**

Communications with the Court

All emails written communications with court staff must list the case name and docket number. All parties and attorneys of record must be copied on all written communications with court staff. Email communications are preferred.

Self-Represented Litigants

A party appearing without counsel (other than a corporation, which must appear by counsel) receives no special status and is required to comply with the Court's rules, the Illinois Code of Civil Procedure, Supreme Court Rules, and relevant case law.

For self-represented litigants needing assistance:

1. **CARPLS Legal Aid Hotline:** 312-738-9200
2. **IL Court Help:** 833-411-1121

Amended Complaints and Counterclaims

Amended Complaints and Amended Counterclaims, Cross-Claims and the like should be submitted with a **redline** or other comparison document attached as an exhibit showing the amendments made to the previous version of the complaint, counterclaim, or cross-claim.

Summary Judgment Practice/Informal Conference.

Properly prepared motions for summary judgment require considerable Court and attorney time and client expense. Sometimes such motions are unnecessarily filed. A careful examination of the record prior to filing may reveal contested factual issues making the granting of the motion impossible. In many cases, it is helpful for the Court to hold an informal, off-the-record discussion (in chambers or on Zoom) with the lead attorneys of the parties to discuss whether the filing of a summary judgment motion is advisable given

the state of the record. No written submissions should be made prior to the conference. The party who wishes to seek summary judgment should be prepared to point out the uncontested facts that support the relief being sought, and the opposing party should be prepared to speak to whether in fact those facts are contested. This conference should be scheduled with the courtroom coordinator before any substantive work is done preparing the motion. No party will ever be prevented from filing a dispositive motion, but the goal of the in chambers conference is to have a careful, informed discussion of the issues before significant time and expense have been incurred. In some cases, the Court may determine that an informal conference would not be helpful. Parties, however, should always inquire with the Court prior to filing a summary judgment motion.

Depending on the complexity of the factual issues presented, the Court may require a joint statement of undisputed facts and a timeline of key events.

“Piggy-Backed” Motions

“Piggy-backed” motions may be brought on any regularly set date if proper notice has been given to all parties who filed an appearance

Issued by:

Hon. John J. Tully, Jr.

Judge, Circuit Court of Cook County, Law Division, Commercial Calendar Y (Courtroom 2004)