

STANDING ORDER
FOR COMMERCIAL CALENDAR T (COURTROOM 1904)
Judge Jack J. Hagerty
Effective August 31, 2026

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 T Standing Order.

COURT SCHEDULE

Court is in session from 9:00 AM until 4:30 PM CT 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>

Emergency Motions:	Must be emailed to Calendar T by 2:30 PM for review by the Judge. If the Judge deems the motion an emergency a date will be given for presentment.
Initial Intake:	Thursdays at 9:30 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 at 9:30 AM or as scheduled.
Prove-Ups	Mondays through Thursdays as scheduled.
Contested Motions:	Mondays through Thursdays at 9:00 and 9:30 AM or as scheduled.
Settlement/Trial Conferences:	Tuesdays and Wednesdays at 10:00 AM in person.
Trials:	As scheduled commencing at 10:00 AM in person.

This standing order is effective in Commercial Calendar T (Courtroom 1904). For additional dates, times, and information, consult the court's website at www.cookcountycourt.org

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 it is filed.
2. Notice must comply with Local Rule 2.2; a copy of the motion must be presented to the Court the day of filing.
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, the movant will be notified to spindle the motion.

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 in writing within 48 hours of receiving the emailed routine motion (make sure Law.caltcc@cookcountyl.gov is copied on email).
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. Voluntary dismissal of complaint or counterclaim; stipulations to dismiss all or any part of a case (except wrongful death and minors' settlements); and
 - g. 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 the Checklist for Default Motions found on <https://www.cookcountycourt.gov/judge/hagerty-jack> website. All supporting materials set forth in the checklist 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*.

Five court days prior to the date set for the motion, copies of the Prove-up documents (see Checklist for Default Motions) must be delivered to the Court *via email* in **text searchable PDF form**.

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. The parties are to inform the Court as to the status of service, discovery, and the pleadings.

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 Law.calTcc@cookcountyl.gov
4. 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 Clerk's Status. There is **no** appearance required.
5. 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.

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 five business days prior to the Conference by each party *via email* in **text-searchable PDF format with bookmarks** and *hard copies* delivered to the bin outside Courtroom 1904 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. Evidence depositions;
12. Rule 213(f)(1-3) disclosures;
13. 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
14. Final pleadings, including: the complaint, answer, counterclaims, affirmative defenses, answers to requests to admit and other relevant pleadings.
15. **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 prior to the trial date, 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. Not later than 35 days before the trial date, parties may file responses opposing any motions in limine.
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 equipment.
 - a. Please tender a draft order granting permission to bring equipment into the building for the court’s consideration.

All trial exhibits need to be individually tabbed. An index of the exhibits is also required.

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 emailed to Law.calTcc@cookcountyil.gov asap but no later than 3 business days prior to presentment.
3. On the date a motion is presented, the Court may rule or set a briefing schedule.
4. **Routine, Uncontested Motions:** May be emailed along with a proposed order.
5. **Contested Motion Hearings:** Parties must appear in Courtroom 1904.
6. **All Orders:** Must be emailed to Law.calTcc@cookcountyil.gov by **12:00 PM CT 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.

"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. Jack J. Hagerty

Judge, Circuit Court of Cook County, Law Division, Commercial Calendar T (Courtroom 1904)