

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
FIFTH MUNICIPAL DISTRICT

# STANDING ORDER

CREDIT COLLECTION CASES  
MONDAY CALENDAR ONLY

## ROOM 205

JUDGE MATTHEW J. CARMODY  
10220 South 76<sup>th</sup> Avenue, Bridgeview, Illinois 60455

Zoom I.D. 967-5745-8317      Password: 729614

Effective 04/01/2026

### I. CREDIT COLLECTION CALL ----- MONDAY CALENDAR ONLY

MONDAY	9:30 am	Initial Case Management (set by Clerk) Status & Alias Summons dates (by Judge Order only)
	10:30 am	Default Judgment Prove-Up Call (by Judge Order only) Motions
	1.30 pm	Post-Judgment Call

#### A. General Matters; New Case Filings, Appearance and Communications.

##### 1. COURT ORDERS:

**ALL ORDERS MUST BE EMAILED TO:**  
**[D5CRT205ORDERS@COOKCOUNTYCOURT.COM](mailto:D5CRT205ORDERS@COOKCOUNTYCOURT.COM)**

Plaintiff Attorneys: All proposed court Orders for the consumer debt and post-judgment call must be submitted on the Friday before the Monday case call via email to [D5crt205Orders@cookcountycourt.com](mailto:D5crt205Orders@cookcountycourt.com). Failure to submit an order to the Clerk's email may result in the case being stricken from the call, regardless of the appearance in court by the plaintiff attorney. Cases that do not have submitted court orders and no attorney present in court will be Dismissed for Want of Prosecution.

The courtroom email is to be used solely for delivery of proposed court orders. It is not for communication with the Judge or Court staff on the substance of your case or any other topic besides court orders. Do not expect responses to communications other than responses concerning proposed court orders sent in after appearing on the Court's scheduled call.

## 2. CONSUMER DEBT----- MOTIONS TO EXPEDITE

1. All motions to expedite and advance from the initial case management date shall be filed no earlier than 31 days after the service of process is effectuated on **ALL** named defendants and the service of process affidavit is filed with the Clerk of the Circuit Court.
2. When filing a motion to expedite, the plaintiff shall select the filing code: MOTION FOR EXPEDITED CASE MANAGEMENT and motion type; CONSUMER DEBT-EXPEDITED CASE MANAGEMENT HEARING on Odyssey. This selection will generate a court date in courtroom 205 at 10:30 a.m. on the first available Monday that has not reached the maximum caseload permitted by GAO 2025-08.
3. Expedited case management motions that are not filed according to these requirements shall be struck from the call with the original case management date to stand.
4. Regardless of whether or not a defendant has filed an Appearance, defendants shall be given notice of the expedited motion and court date, with accurate Zoom information and ERP information, pursuant to Illinois Supreme Court Rule 11(b)(4); Cook County Circuit Court Rule 2.1(c)(i), and GAO 2025-08 with Code Section 5/1-109 certification.
5. When a defendant attends court on the expedited case management date, the court will exercise its discretion on providing the defendant ERP contact information; time to settle the case, or time to file an Appearance.
6. When a defendant fails to attend court on the expedited case management date, the case will be set for default judgment prove-up on a Monday at 10:30 a.m. The proposed order for prove-up shall set a date on the FIFTH (5<sup>th</sup>) MONDAY after default or on any Monday thereafter at 10:30 a.m.
7. 203.1 Motions for Alternative Service shall be filed with an affidavit stating the nature and extent of the investigation made to determine the residence or location of the defendant, the due diligence and inquiry made to date. Any order granting service by posting must contain the following language: “The posting of the summons, complaint and a copy this Court Order must be on the front door of the residence of the defendant. Posting on common entrances, front gates, mailbox, etc. to multi-unit buildings will not be accepted by the court for jurisdiction purposes.

## II. FILINGS

Motions, all Prove-Up documentation, Trial Exhibits and Proof of Service affidavits must be E-filed with the Clerk's electronic filing system (i.e. ODYSSEY) not less than five (5) days prior to any hearing or trial. Exhibits / filings that are not accepted via E-filing (ex. video / audio recordings) may be delivered to the Office of the Presiding Judge, Bridgeview Courthouse.

Parties may bring courtesy copies of any documentation to the hearing or trial for presentation to the Judge.

## III. DEFAULT MOTIONS AND PROVE-UP REQUIREMENTS

On **ALL** motions for default judgment and prove up, the moving party must e-file the following documents not less than five (5) days prior to the hearing date.

- (i) Proof of Service Affidavit from the deputy sheriff or special process server for each defendant in default. (*Sheriff's Internet / Online / Website record is not acceptable*)  
203.1 Service: Requisite affidavit and proof as required by applicable statute, Supreme Court rule and court order authorizing 203.1 service.
- (ii) Affidavit as to military service. Clerk Form CCG 0004 & Dept. of Defense status report. [www.servicememberscivilreliefact.com](http://www.servicememberscivilreliefact.com)
- (iii) Verified Complaint; **OR**  
  
Prove-Up Affidavit setting forth facts supporting Plaintiff's claim for money damages; **OR**  
  
Sworn testimony of witness with requisite knowledge of facts to support complaint.
- (iv) Proof Service of Notice of Default Motion/Hearing Date.  
On all motions for default judgment, all parties who have been served shall be given notice as provided in **CCR 2.1** and Proof of Service must comply with **Supreme Court Rule 12**.
- (v) Petition for Attorney's Fees – on applicable cases only.

#### IV. **AGREED ORDERS: Non-Compliance Prove-Up Requirements**

On all motions for entry of a money judgment based on the non-compliance of a party on an Agreed Order, the plaintiff must E-file a Prove-Up Affidavit in support of the required elements of proof for judgment not less than five (5) days prior to the hearing **OR** present sworn testimony via ZOOM in support of the required elements of proof for judgment to be entered. Attorneys may not seek a money judgment based upon an attorney's oral representation to the court. Notice of Motion for a Non-Compliance Prove-Up must be provided to each defendant unless the compliance court date was set forth in the agreed order.

#### V. **TRIALS**

**ALL TRIALS** are conducted **"IN PERSON"** in **Room 205** at the Bridgeview Courthouse unless otherwise authorized by court order for extraordinary reasons set forth in a pre-trial motion. Trial dates are firm and will not be re-scheduled absent compelling circumstances. A request for a continuance for trial must be in writing and supported by a detailed, compelling affidavit and heard as soon as possible or at least 5 business days preceding trial unless emergency and exigent circumstances are the basis for the requested continuance. Each party must provide a courtesy copy of all trial exhibits to all parties/counsel of record not less than ten (10) days prior to trial date. Trial Exhibits will be marked and identified in chronological order during the trial.

#### VI. **CONTESTED MOTIONS**

**Briefing Schedule / Briefs:** The Court may set a briefing schedule on contested motions. All briefs should be double-spaced with 12-point font and 1-inch margins. Briefs in support and in response to a motion shall not exceed ten (10) pages unless permission is granted from the Court to exceed this limit. **Each party is responsible for E-filing its Motion, Response and Reply within the time ordered by the court.** Hearing dates will not be re-scheduled, except by court order.

#### VII. **EMERGENCY MOTIONS**

Emergency Motions must be filed with the Clerk of the Circuit Court before any hearing date and time will be scheduled. Immediately after the Emergency Motion is filed, the Movant must file its proof of service upon the opposing party with the Clerk of the Circuit Court. Emergency motions must set forth a verifiable **EMERGENCY** with extraordinary circumstances. Emergency motions will be heard at 10:30 a.m. – Mondays only.

#### VIII. **SETTLEMENTS:**

In the event any matter **scheduled for a hearing or trial** is settled, both parties may appear on Judge Carmody's 9:30 a.m. Zoom call (Monday thru Friday) to advise the court that the scheduled hearing will not proceed as scheduled. The Order of settlement or dismissal must be submitted to the Clerk at 9:30 a.m. on the date the matter was scheduled – no exceptions.

**IX. POST JUDGMENT – SUPPLEMENTARY PROCEEDINGS**

All post-judgment supplementary proceedings will be heard on Mondays at 1:30 p.m. in accordance with the Clerk of the Circuit Court initial assignment of the case.

**X. APPLICABLE RULES & STATUTES – STRICT COMPLIANCE REQUIRED**

**Supreme Court Rule 131(d) (1)**

Attorneys. All documents filed or served in any cause by an attorney upon another party shall bear the attorney’s name, business address, e-mail address, and telephone number. The attorney must designate a primary e-mail address and may designate no more than two secondary e-mail addresses.

*Documents filed, including complaints, motions and orders that violate Supreme Court Rule 131(d)(1) may be stricken.*

**Supreme Court Rule 280.2**

Complaint in Credit Card or Debt Buyer Collection Actions

**735 ILCS 5/9-107. Constructive Service.**

Please review applicable statute and case law for DUE DILIGENCE & DUE INQUIRY requirements: *Equity Residential Prop. Mgmt. Corp. v. Nasolo*; 364 Ill. App. 3d 26 (2006) *Corlis v. Edelberg*; 2018 IL App 1<sup>st</sup>, 170049 (2018)

**Illinois Rules of Evidence – Rule 803 (6); Rule 901 and Rule 902 (11)** – admissibility of records kept in the regular course of business activity.