

**STANDING ORDER (6/12/26)**  
**Decedent Estates - Calendar 25**

Judge James Patrick Murphy  
Probate Division  
Room 1801

Zoom: Meeting ID: 989-0553-5582, Password: 887-675

[james.murphy2@cookcountyil.gov](mailto:james.murphy2@cookcountyil.gov)

(e-mail is for continuance orders and bonds only)

**DO NOT EMAIL ORDERS/BONDS TO PROBATECRT1801**

## 1. IN PERSON/REMOTE APPEARANCES

Please read Presiding Judge Malone's [GAO 23 P 01](#) regarding in-person and remote proceedings. Per GAO 23 P 01, openings, closings, and settlements, among other proceedings, are in person.

I call attorneys who appear in person first. If you appear remotely, you might have to wait beyond your scheduled hearing time.

## 2. PAPER COURTESY COPIES

Prior to your hearing I accept (they are not required) paper courtesy copies delivered by hand or mail. I will waive your appearance by email if I can enter your proposed order(s) based on your courtesy copies. **If you do not receive an email waiving your appearance your appearance is not waived** and you must appear (in person if you are trying to open, close, or settle a cause of action, among other proceedings).

I will review your paper courtesy copies the morning of the business day before your scheduled hearing, so please get them to me two days in advance.

### 3. EMAILED COURTESY COPIES

You may email me proposed continuance orders and off-call bonds.

Proposed continuance orders before hearing are due two days in advance along with an e-filed, verified status report. Proposed continuance orders after hearing are due the same day by 3 p.m.

**Absent leave of court, all other courtesy copies shall be in paper form.**

### 4. OPENINGS AND CLOSINGS

Documents I probably need to open (more might be required depending on the circumstances):

- Petition (everything filled out - no blanks)
- Affidavit of heirship
- Proof of 9-5 notice and/or waivers (intestate/will annexed)
- Will (testate)
- Proposed orders and bond

Documents I probably need to close (more might be required depending on the circumstances):

- Petition for LOA or to Admit Will
- Order appointing
- Order of heirship
- Will (testate)
- Final report
- Proof of 6-10 notice and/or waivers (testate)
- Claims publication
- Receipts and Approvals (independent administration)
- Receipts on Distribution (supervised administration and/or specific bequests)
- Norris letter (testate; trust is a legatee and executor(s) is/are trustee(s))
- Proposed Order of Discharge

## 5. EMERGENCY MOTIONS

I will hear emergency motions in-person at 11 am. Your e-filed, verified motion shall include a factual basis stating the nature of the emergency. Prior to the hearing, paper courtesy copies of the motion and **all documents necessary to accomplish your purpose** (open the estate, approve settlement distribution, sell real estate, etc.), including a proposed order or proposed orders and a bond, if necessary, shall be delivered by hand or mail (not email) to the courtroom. If delivered before 10 am, I will hear the motion the next court day. If delivered after 10 am, I will hear the motion the second court day following delivery.

## 6. PAGE LIMIT

Absent leave of court, your pleading (motion, petition, response, reply, memorandum, etc.) may not exceed 15 pages.

## 7. MISCELLANEOUS

If I give you a continuance date, appear on that date. Please do not fail to appear and then file a motion to get back on the call. If you have not accomplished by the continuance date what needed to be done, I will give you another continuance.

If you choose to appear by Zoom on a matter which allows it, and you are presenting a motion or petition, please have hard-copies of the relevant documents delivered to me before the hearing.