

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT - CHANCERY DIVISION**

**STANDING ORDER
JUDGE CECILIA A. HORAN
GENERAL CHANCERY CALENDAR 9**

(Effective April 5, 2024)

2008 Daley Center
Telephone: (312) 603-5926
Email: ccc.chancerycalendar9@cookcountyil.gov

Zoom Information

Meeting ID: 956 5899 1093

Password: 129359

[Zoom Link](#)

This standing order governs practice on all cases assigned to Calendar 9 in the Chancery Division, supersedes prior standing orders, and supplements the Illinois Code of Civil Procedure, Illinois Supreme Court Rules, and Rules and General Orders of the Circuit Court of Cook County.

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I. DAILY COURT SCHEDULE

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:45 AM	Clerk Status (NO APPEARANCE REQUIRED)	Clerk Status (NO APPEARANCE REQUIRED)	Clerk Status (NO APPEARANCE REQUIRED)	Clerk Status (NO APPEARANCE REQUIRED)	Clerk Status (NO APPEARANCE REQUIRED)
9:00 AM	Motion Call	Motion Call	Motion Call	Motion Call	Motion Call
9:30 AM	Status Call	Status Call	Status Call	Status Call	Status Call
10:00 AM		Set Matters	Set Matters	Set Matters	Set Matters
10:45 AM		Set Matters	Set Matters	Set Matters	Set Matters
1:00 PM		Set Matters	Set Matters	Set Matters	Set Matters

II. COURT APPEARANCES

A. Remote Proceedings

All proceedings will be held on the Zoom video-conference application, unless otherwise specified. To join the virtual proceeding by desktop or laptop, tablet, or smartphone:

- Click the link below:
<https://circuitcourtofcookcounty.zoom.us/j/95658991093?pwd=VUYvQUZxcTA2K2x4YUhEdnpMTFBIQT09>
- Alternatively, use the following Zoom log-in number and password:
Meeting ID: 956 5899 1093
Password: 129359
- Alternatively, dial-in by calling **(312) 626-6799**.

Check-in with the Clerk before the start time by using the “Chat” icon. Include the name of the case, case number, and the name of the party you represent. Keep your video off and your audio muted until your case is called.

You may schedule the next hearing date with the law clerk in the “Chat” function on Zoom. After your case is heard, message either the general chat or the law clerk individually with your case number, the reason for the next date, and when the judge advised you to return. The law clerk will message back with a date that works for the Court.

B. In-Person/Hybrid Proceedings

All hearing are conducted remotely on Zoom. However, parties may request an in-person or hybrid proceeding for contested motions or set matters. **Parties must both agree to said request.** These requests will be granted at the discretion of the Court. Should the request be granted, the proceeding will take place in Courtroom 2008 of the Daley Center.

III. ATTORNEY CONDUCT

Zealous advocacy is the lawyer's professional obligation. Incivility has no place in a respected and credible judicial system. Attorneys should practice civility and professionalism, in and out of court, including at depositions and in written and verbal communications.

IV. DESCRIPTION OF COURT PROCEEDINGS

A. Clerk Status

After a party presents a motion, the Court will enter a briefing schedule with a clerk status date approximately five days after the final briefing date. Clerk status dates do not require an appearance. On or by this date, the movant shall send courtesy copies of the fully briefed motions, along with the relevant pleadings and exhibits, to ccc.chancerycalendar9@cookcountyil.gov. Judge Horan's law clerks will respond by email with available hearing dates. These dates are only held for two business days, so failure to respond will result in forfeiture of proposed dates.

B. Motions

1. Routine Motions

a. Generally

Routine motions do not require a court appearance. These motions and accompanying orders may be presented "off call" by sending a courtesy copy of the filed motion, the filed notice of motion, and the corresponding proposed order in word document format to ccc.chancerycalendar9@cookcountyil.gov.

A party may object to a routine motion in writing or orally, in person, by phone, or by email. Objections must be made before 8:45 a.m. on the day of presentment. The objecting party must provide a basis for the objection. If an objection is received, no order will be entered on the routine motion call. If the movant wishes to pursue the motion following an objection, (s)he must schedule the motion as a regular motion. If no objection is received, the order will be entered. The Court may require a "routine motion" to be noticed on the regular motion call.

The following motions are considered "routine" for the purposes of this Standing Order:

- Motions to vacate a technical default and for leave to file an appearance, motion, or answer.
- Motions for leave to file *instanter* or within 28 days an answer or any other pleading after the time provided by law, unless a court-ordered deadline already exists.
- Motions for leave to file an appearance.
- Motions to appoint a special process server.
- Motion for voluntary non-suit by a plaintiff, if there is no counterclaim or dispositive motion pending.
- Petitions for the issuance of subpoena in out-of-state cases.

b. Agreed Motions

The following motions can be presented “off call” by agreement for the purposes of this Standing Order:

- Agreed Motions for leave to file an amended pleading against one already a party.
- Agreed Motions to substitute one attorney for another. A motion to withdraw without substituting another attorney is not a routine motion.

2. Motions

a. Generally

The Court will hear motions at 9:00 a.m. Monday through Friday. The motion must first be scheduled using the Clerk’s Office efilings system or filed manually in Room 802 for those with an efilings exemption. A courtesy copy of the motion (and notice of motion) must be delivered to ccc.chancerycalendar9@cookcountyil.gov at least three (3) court days before the presentment date. Failure to do so may result in the motion being stricken from the call.

b. Notice

The movant must give notice of the motion to all other parties in accordance with Circuit Court Rule 2.1 and any applicable Supreme Court rule.

For motions for default, all parties who have been served shall be given notice as provided in Circuit Court Rule 2.1, without regard to whether an appearance was filed. In addition, the motion shall be accompanied by the Sheriff’s return of service or affidavit of the process server, and an affidavit establishing compliance with the Servicemembers Civil Relief Act. 330 ILCS 63.

c. Piggy-backed Motions

With proper notice to all parties who have appeared, motions may be brought before the Court, or “piggy-backed,” at any regularly set case management conference, motion hearing, or pre-trial conference. “Piggy-backed” motions must be filed and noticed as a regular document filing without selecting a date and time.

3. Emergency Motions

a. Generally

True emergencies are rare. All emergency motions must state the basis for the movant’s claim of an emergency. The movant must establish that the situation was not reasonably foreseeable and could lead to irreparable harm if relief is not obtained prior to the time that the motion can be heard on the Court’s regular motion or status call. Any application for relief that does not fit this criteria will not be heard as an emergency matter. Matters that have become urgent by reason of a party’s failure to exercise diligence do not constitute emergencies.

b. Procedure

Emergency motions may be noticed for any day at 9:00 a.m. Emergency motions will not be considered unless the motion is given to the court clerk or sent to the Court's email address by 8:45 a.m. on the day that it is noticed. Do not schedule these motions in Room 802 of the Daley Center.

Additionally, matters determined by the Court to require emergency scheduling will be heard as scheduled by the Court. A courtesy copy marked "Emergency Motion" with all supporting papers and the relevant pleadings must be submitted to the Court via email at ccc.chancerycalendar9@cookcountyil.gov. Chambers staff will contact the parties to inform them whether the Court will hear the motion on an emergency basis and schedule a date and time.

c. Motions for Temporary Restraining Orders

Motions for TRO shall be presented according to the emergency motion procedures. Except in extremely rare and compelling circumstances demonstrated clearly and convincingly by the movant, the movant is required to notify all other parties of the date and time of the hearing. Some form of notice must be provided unless it clearly appears that immediate and irreparable harm will result before notice can be given or if notice is given.

C. Status Calls and Case Management Conferences

Status and case management conferences are heard daily at 9:30 a.m. The purpose of these conferences is to ensure the efficient and timely progress and disposition of the case. Counsel familiar with the case and self-represented litigants must appear. Failure to attend may result in a case being dismissed for want of prosecution or the entry of an order of default.

The Clerk's Office will automatically schedule an initial case management conference approximately 180 days after a complaint is filed. If some or all of the parties have appeared before the Court prior to the date set by the Clerk's Office for the initial case management conference and the case has been given another date on Calendar 9, no appearance is required on the date set by the Clerk's Office, and the matter will be stricken from the case management call.

At the initial case management conference, the parties should be prepared to discuss the nature of the case, settlement opportunities, any third party pleadings, and contemplated motion practice.

In addition, all parties must be prepared to discuss contemplated discovery, including both written and oral fact and expert discovery, and the length of time that each party estimates will be necessary for the completion of discovery. A credible judicial system dispenses justice in a timely manner. Delays in the completion of discovery frustrate the orderly and efficient disposition of disputes, and undermine the faith of the parties and public. The Court expects the parties and counsel to comply with discovery deadlines set by the Court. At status calls, all parties should be prepared to discuss discovery completed to date and any delays encountered in complying with discovery deadlines.

D. Set Calls

1. Contested Motions

Contested motions will be heard at 10:00 a.m. and 10:45 a.m. daily. Hearings on contested motions are scheduled when courtesy copies of the briefs are submitted to the Court on the Clerk's status date. Failure of any counsel to attend the hearing may result in the forfeiture of oral argument and, in any event, the Court may in its discretion dispense with oral argument and rule based on the briefs alone.

2. Settlement Conferences

Parties are encouraged to explore and negotiate settlement of their cases early and often. If after conferring with all parties and having obtained a consensus that a pretrial conference may be of assistance, any party may move the Court to set a pretrial conference. Unless excused by the Court, all parties must appear at the scheduled pretrial conference with counsel familiar with the case or, in the case of self-represented litigants, on their own behalf. **No pre-trial conference will be held unless the parties exchange a demand and offer in writing in advance of the conference.**

No later than one week prior to the pretrial settlement conference, each party shall serve on the Court a pretrial memorandum up to five pages, double-spaced. The pretrial memorandum may include: (1) a statement of the case; (2) an outline of the claims and defenses; (3) a statement of the factual and legal issues; (4) the relief sought, including damages, and the basis therefor; and (5) the status of settlement negotiations. In addition, counsel shall verify whether a jury demand has been made with regard to any claims and state each party's intent to proceed to a jury trial or to waive its right to trial by jury. Failure to provide this memorandum may result in forfeiture of the settlement conference.

V. DRAFT ORDERS

It may take 2-3 business days for the Court to enter an order. Please wait until after that time period to email or call checking on the status of a submitted order.

A. Daily Orders

Parties should prepare a draft order after the case is heard reflecting the Court's rulings. All draft orders from the morning motion and status calls must be circulated and then submitted to ccc.chancerycalendar9@cookcountyil.gov in Microsoft Word format no later than 1:00 p.m. of the day of the hearing. After reviewing and making any necessary modifications to the order, the Court will sign it and the Clerk will then enter it.

B. Agreed Orders

Parties may present agreed orders to the Court daily by emailing them to the Court. Agreed orders will generally be entered the following court day. The Court reserves the right to deny any request for entry of an agreed order. Agreed orders may include:

- Agreed briefing schedules for motions to strike or dismiss, motions for judgment on the pleadings, motions for summary judgment, or petitions for administrative review.
- Dismissal orders and stipulations to dismiss all or any part of a case, except class actions.
- Rescheduling orders

C. Dismissal Orders

The official court filing system requires a signed court order to fully dismiss a case. Please email a proposed dismissal order along with the stipulation for dismissal to ccc.chancerycalendar9@cookcountyil.gov.

D. Obtaining Copies of Entered Orders & Case Docket Information

1. Obtaining Copies of Entered Orders

Copies of entered court orders may be obtained from the Clerk of the Circuit Court's online filing system or through the Clerk's courtesy copy email notification system. **DO NOT CALL/CONTACT CHAMBERS.**

To receive copies of entered orders through the Clerk Office's automated system, you must have an individual appearance and valid email address on file for each case. The automated notification is usually sent from the email address: courtesyorders2@cookcountycourt.com or a similarly named account.

If you are not receiving the automated courtesy copies of entered orders:

- a. Check your spam folder if you don't see them in your inbox.
- b. Verify that you have an appearance and valid email address on file for each case.
- c. Contact the Clerk of the Circuit Court's Office directly for further assistance.

CLERK OF CIRCUIT COURT
Chancery Division Services
50 West Washington St., Room 802, Chicago, IL 60602
ChanceryDivServices@cookcountycourt.com
312-603-5133
Monday - Friday: 8:30 am-4:30 pm

2. Obtaining Case Docket Information

a. Efile Illinois

<http://efile.illinoiscourts.gov/service-providers.htm>

The Illinois Supreme Court mandates litigants in Cook County must utilize the Statewide Electronic Filing System (eFileIL) for civil case filings. ResearchIL is a cross-jurisdictional portal that allows remote access to documents filed in the other counties within the State.

Please use the official Odyssey e-filing system to obtain up-to-date case information and orders. DO NOT USE THE PUBLIC PORTAL AND DO NOT CALL CHAMBERS.

b. Clerk of Circuit Court Portal (CCC Portal)

<https://cccportal.cookcountyclerkofcourt.org/CCCPortal>

Please note that the registration system on the portal is for justice partners and Illinois-licensed attorneys' use only. Justice partners include, but are not limited to, the State Attorney's Office, Public Defender, Law Enforcement, Department of Social Services, and other authorized agencies. Attorneys must have an active license to practice in the State of Illinois.

c. Public Online Information System

<https://casesearch.cookcountyclerkofcourt.org/>

The Clerk of the Circuit Court of Cook County provides on-line case information as a public service. This service is intended to be used as a resource to determine the general status of historical and active court cases. The information is not the official record of the court.

Based on the procedures used to update the electronic docket search databases, it may sometimes take a few days before updated information is available through the on-line electronic docket search function.

VI. BRIEFING

The most effective written submissions are concise and devoid of hyperbole. All briefs shall be double spaced, in Times New Roman, size 12-point font, and have one-inch margins. The following page limitations shall apply:

- Motion together with any supporting memorandum - 15 pages
- Response - 15 pages
- Reply - 7 pages

Papers not meeting these requirements will be stricken. Leave to submit papers exceeding these page limits will be allowed only in rare instances and upon a showing of good cause. No supplemental briefs or citations may be filed without leave of court. Citations to Illinois

reviewing court cases shall be to the official reporter.

VII. TRIAL

Once set, trial dates are firm and will not be rescheduled absent compelling circumstances. Any motion to continue a trial under Supreme Court Rule 231 must be supported by a specific, detailed affidavit and be made by written motion no less than five days before the date set for commencement of the trial.

Depending on the nature of the case, the court may schedule a final pretrial conference shortly prior to trial. Regardless of whether a final pretrial conference is scheduled, parties must exchange and deliver to chambers, via emailing ccc.chancerycalendar9@cookcountyil.gov, the final pretrial memorandum ten days prior to trial. The purpose of this memoranda is to identify the issues to be decided at trial, ensure that essential trial preparation is done in a timely fashion, and eliminate unnecessary delays during the course of the trial.

The final pretrial memoranda must contain the following:

- The estimated length of trial.
- A short statement of the case, specifying the claims and defenses to be tried.
- A list of all potential witnesses, indicating who will and who may be called to testify.
- A statement of all facts stipulated to by the parties.
- Copies of any Supreme Court Rule 216 requests to admit and responses thereto that any party anticipates using at trial.
- A table of exhibits a party intends to use at trial, which shall include any understanding counsel may have regarding stipulations or agreements as to foundation and/or admissibility.
- An affidavit of compliance with all Supreme Court Rule 237 notices and a statement of all outstanding disputes regarding such notices.
- Parties expecting to offer opinion testimony shall tender a copy of any responses to Supreme Court Rule 213 interrogatories and deposition testimony that will support the opinion testimony to be offered at trial.
- A statement of law governing the issues in the case, with citation to legal authorities.
- A certification by each party that (s)he has examined the docket and determined that no jury demand has been made or that, if such a demand was previously made, a written waiver has been executed.

At the conclusion of trial, the Court will instruct the parties whether they will be required to submit a post-trial brief and/or proposed findings of fact and conclusions of law.

VIII. COURT REPORTERS

Any party desiring a transcript of proceedings of any matter heard on Calendar 9 is responsible for providing a private court reporter, and providing the court reporter with access information for any remote hearing. A court reporter is essential to preserve the record, particularly in the

case of dispositive motions and testimony taken at hearings and at trials.

IX. RECORDINGS OF PROCEEDINGS

Warning: Recording, photographing, videotaping, or other reproducing or saving Zoom court proceedings is strictly prohibited. If you wish to have an official report of proceedings, please retain the services of a court reporter.

X. INTERPRETERS/TRANSLATORS

Except as provided below, any party who requires an interpreter must provide one at their own expense. Any indigent party who cannot afford an interpreter shall, at least at least five (5) days prior to the hearing, contact the Court about scheduling an interpreter. In a remote proceeding conducted over Zoom, the Court has the ability to enable language interpretation to designate a participant as the interpreter in the proceeding.

XI. RECUSAL

Judge Horan will recuse herself from any cases in which a party is represented by Littler Mendelson, P.C., pursuant to Supreme Court Rule 63(c).

XII. LEGAL ASSISTANCE

Free legal guidance is available from the following sources:

www.ilcourthelp.gov

Daley Center Help Desk, located on the concourse level of the Daley Center, 50 W. Washington St., Chicago, IL 60602

XIII. ARTIFICIAL INTELLIGENCE

Any use of large language model artificial intelligence, such as ChatGPT, in the preparation of briefs or other submissions to the Court must be indicated in the caption on the motion, brief or other filing with the Court. Failure to do so may result in sanctions.

ENTER:



Hon. Cecilia A. Horan - 2186