

**JUDGE KEVIN P. CUNNINGHAM  
GENERAL STANDING ORDER**

**Markham Courthouse, Room 208**  
Circuit Court of Cook County, Sixth Municipal District  
16501 S. Kedzie Parkway  
Markham, Illinois 60428

**Courtroom Clerk: April Manuel**  
Courtroom Email: [d6crt208orders@cookcountycourt.com](mailto:d6crt208orders@cookcountycourt.com)

**Civil Court Coordinator**  
**Meghan Ciesielski**  
[ccc.district6civil@cookcountyl.gov](mailto:ccc.district6civil@cookcountyl.gov)

**Arbitration Coordinator**  
**Judy Brown**  
[Judy.brown@cookcountyl.gov](mailto:Judy.brown@cookcountyl.gov)

**Zoom Meeting ID No. 940-4468-5993 Password 057404**

**I. DAILY COURT CALL**

**A. Appearances**

- a. All cases may be heard either via Zoom or in-person, unless the Court specifically orders one or the other.
- b. Individuals without access to a computer with a camera or cell phone with a camera may access Zoom from the Zoom Room in the Lower Level at the Markham Courthouse.

**B. Daily Schedule**

- a. The Court hears eviction matters on Tuesdays and Thursdays at 1:00 p.m. All motions on eviction cases must be set for a Tuesday or Thursday at 1:00 p.m.
- b. The Court hears eviction trials IN PERSON on Tuesdays and Thursdays at 1:30 p.m. All parties must have an appearance on file in order to participate in a trial.
- c. All other matters are heard Monday-Friday at 10:00 a.m., unless otherwise ordered by the Court. Parties may not schedule matters for any other time without prior permission of the court.

- d. The Court hears Fee Waiver Petitions Monday-Friday at 10:00 a.m. and Tuesdays and Thursdays at 1:00 p.m.
- e. Parties are expected to have communicated prior to the Court call. If this has not occurred, parties should request to be put in a breakout room over Zoom. Parties may not have conversations during the Court's call.

### **C. Orders**

- a. All proposed orders are to be submitted 48-hours before the call via email to the Courtroom Clerk. If you are submitting orders in advance that have future dates please confirm the date with the Courtroom Clerk. Orders submitted following the appearance should properly reflect what occurred in Court.
- b. All other orders must be submitted via email to the Courtroom Clerk immediately after the court appearance and must indicate all parties and/or attorneys who were present on the matter. The Court will not enter orders sent after 3:00 p.m. of the date on which the case was heard.
- c. Stamped copies of orders will be available on Odyssey. The Clerk's Office does not email individual orders to each litigant.

### **D. Self-Represented Litigants**

- a. Extensive information regarding available services often accompanies the complaint with which you were served. Please thoroughly review all materials.
- b. All litigants are required to file an appearance with the Clerk's Office in order to appear in court and be heard. If you cannot afford to pay the appearance fee, ask the Clerk for a Petition to Waive Court Fees.
- c. Free legal assistance can often be found as follows:
  - i. Legal Aid Chicago at [www.legalaidchicago.org](http://www.legalaidchicago.org) or (312) 341-1070
  - ii. Chicago Legal Clinic at [www.clclaw.org](http://www.clclaw.org) or (312) 726-2938
  - iii. Cook County Legal Aid for Housing & Debt at [cookcountylegalaid.org](http://cookcountylegalaid.org) or (855) 956-5763
  - iv. IL Court Help at [ilcourthelp.gov](http://ilcourthelp.gov) or (833) 411-1121
- d. Illinois Statewide Forms for filings in your case can be found at [www.ilcourts.info/forms](http://www.ilcourts.info/forms)

- e. Self-represented litigants must comply with the relevant Illinois Code of Civil Procedure, Illinois Supreme Court Rules and the Circuit Court of Cook County Rules. These rules can be found at:
  - i. [www.ilga.gov](http://www.ilga.gov)
  - ii. [www.state.il.us.court/SupremeCourtRules](http://www.state.il.us.court/SupremeCourtRules)

#### **E. Communications**

- a. All communications with the Court other than the submission of orders as set forth above, should be by filing of pleadings, motions, briefs, etc. The opposing party and/or attorney must be included on all communications with the Court.
- b. If your case is not on the Court's docket, please do not appear on Zoom to ask questions about your case.
- c. If, for some reason, you are having trouble scheduling a motion through the Clerk's Office, you may email the Courtroom Clerk directly to inquire about scheduling.

#### **F. Civility and Decorum**

### **RECORDING ZOOM COURT PROCEEDINGS IS STRICTLY FORBIDDEN, INCLUDING PHOTOGRAPHS OR THE ZOOM SCREEN**

- a. A party or lawyer shall treat the court, opposing counsel, parties, or witnesses in a civil and courteous manner, not only on Zoom but also in all written and oral communications. Zealous advocacy is an attorney's professional obligation, but incivility of any kind will not be tolerated by the Court, particularly if directed at the Judge's Courtroom Clerk or Deputy Sheriff.
- b. All parties must abide by the Chief Judge's standing order on Zoom proceedings. Violations of that order may result in a party losing his/her right to appear over Zoom. General Zoom instructions and admonishments may be found on the Cook County Court's website, [www.cookcountycourt.org](http://www.cookcountycourt.org).

#### **G. Proof of Service of Pleadings & Motions**

- a. All pleadings/motions shall be served in compliance with the Illinois Supreme Court Rules. All motions must be filed with the Clerk of the Circuit Court. The Courtroom Clerk will not file motions.

- b. All attorneys are Officers of the Court bound by the Rules of Professional Conduct as enforced by the Illinois Attorney Disciplinary Commission.
- c. When presenting Motions for Default Judgements, the attorney is making a representation to the Court that service has been made upon the defendant, that the defendant was given notice of the Court proceeding that day (Proof of Notice – *See* Circuit Court Rule 2.1), and that the appropriate affidavit(s) have been filed.
- d. Motions must be personally served, emailed, or faxed if appropriate, no later than 4:00 p.m. on the second proceeding court day, or mailed no later than the fifth proceeding court day. See Illinois Supreme Court Rule 11 (b) (4): Cook County Circuit Court Rule 2.1 (c) (i).
- e. On all motions, the moving party must present proof that they have served the motion on the opposing party as set forth in Circuit Court Rule 2.1 or in compliance with section 5/1-109 of the Illinois Rules of Civil Procedure or the Illinois Supreme Court Rules.

#### **H. Agreed Orders**

- a. Agreed Orders are strongly encouraged to resolve a case or set a briefing schedule. Agreed orders and stipulations may be emailed to the Courtroom Clerk prior to the call.
- b. The Court will generally allow 28 days to respond to a motion and 14 days to reply, unless it is agreed that the Court should rule upon the motion upon presentment.
- c. Any case that has been settled or otherwise resolved between the parties does not require a court appearance. Either party may submit via email an agreed order to be entered and filed provided that it is has been signed by the parties.
- d. All agreed orders must be emailed to the Courtroom Clerk with the case title and number in the re: line. If the matter has been set for trial and has been resolved, please note that in the body of the email itself and strike all future dates in the order.

## **II. MOTIONS AND STATUS CALLS**

### **DO NOT SUBMIT PAPER COURTESY COPIES OF ANYTHING**

#### **A. Regular Motions**

- a. Do not submit courtesy copies of routine motions.
- b. Failure to appear for a motion that has been filed will result in the motion being denied or stricken without further notice.
- c. If the parties reach an agreement on any motion prior to the hearing date, please immediately contact the Courtroom Clerk to avoid the Court spending time preparing for the hearing.

#### **B. Non-Routine Motions**

- a. Copies of all non-routine motions are to be provided to the Court via email 5 days prior to the date of presentment.

#### **C. Briefs & Artificial Intelligence**

- a. The preferred format for all briefs, excluding exhibits, is double spaced, 12-point font (Times New Roman or Century Schoolbook) with standard 1-inch margins.
- b. Motions and response briefs are strictly limited to 15 pages. Reply briefs should be no longer than 8 pages.
- c. There is an ethical obligation not to submit “hallucination” case citations to the Court. Violations of this policy will subject the violating attorney/self-represented litigant to Illinois Supreme Court Rule 137 sanctions, and if an attorney commits the violation they may potentially be reported to the Attorney Registration & Disciplinary Commission.

#### **D. Emergency Motions – VERY RARE**

**ONLY THE COURT WILL DETERMINE WHETHER THE MATTER IS AN EMERGENCY AND, IF SO, WILL PROVIDE A DATE VIA EMAIL FOR THE MOTION TO BE HEARD ON AN EMERGENCY BASIS.**

- a. Emergency motions are very rare. The motion must be about a true emergency, or it will be stricken.
- b. An emergency is some unforeseen circumstance that could lead to irreparable damage if relief is not procured prior to the time a party could be heard on the regular motion call. The Cook County Circuit Court Rules generally indicate, in sum, as follows:

*Generally, facts identifying the nature of the sudden or unforeseen circumstances which give rise to the emergency and the reason why the matter should take precedence shall be stated with particularity in an affidavit or verification in support of the emergency motion.*

- c. If you believe that you have an emergency as defined above, you must file your motion with the Clerk's Office.
- d. IMMEDIATELY AFTER FILING, you must email the motion to the to the Civil Court Coordinator (NOT THE COURTROOM CLERK) and include the opposing party (and attorney, if applicable). The Court will NOT consider any motion unless the opposing party (and attorney, if applicable) is included on the email to the Civil Court Coordinator.
- e. The Court will then determine if the matter is in fact an emergency and warrants an appearance. You will be notified by the Civil Court Coordinator via email of the date on which the motion will be heard.

#### **E. Motions to Vacate Orders for Possession (Eviction Orders)**

- a. Motions to vacate an order for possession must be filed within 30 days of the date of entry of the order.
- b. All motions to vacate an order of possession must be emailed IMMEDIATELY AFTER FILING to the Civil Court Coordinator at [ccc.district6civil@cookcountyil.gov](mailto:ccc.district6civil@cookcountyil.gov) and include the opposing party (and attorney, if applicable). The email must include the case name and number.
- c. Parties are allowed to file a motion to advance a motion to vacate an order of possession and the Court may, on its own, advance a motion to vacate. Any such motion must be emailed to the Courtroom Clerk and include the opposing party (and attorney, if applicable). The email must include the case name and number.

### **III. TRIALS**

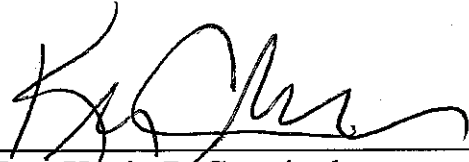
- a. Trials are set by the Court; Trial dates are firm and will not be rescheduled absent compelling circumstances. Any request for a continuance for trial must be in writing and supported by a detailed affidavit and heard as soon as possible or at least five (5) business days preceding trial, unless exigent circumstances arise.

- b. Obtaining new counsel on the eve of trial is generally viewed as a delay tactic and will not serve as a valid basis to continue the trial.
- c. Substituting attorneys must be prepared to proceed on the date scheduled for trial.
- d. Parties must provide their own court reporter if they wish to have one.
- e. Parties shall notify the Courtroom Clerk if they need an interpreter or special accommodations.
- f. The Court has a separate standing order for all jury trials, which must be followed. If the standing order is not followed, a party's jury demand may be deemed waived.
- g. All trials are conducted in person unless prior approval is granted by the Court.
- h. All parties must have an appearance on file to participate in a trial.

#### **IV. PRE-TRIAL SETTLEMENT CONFERENCES**

- a. The Court conducts pre-trial settlement conferences at the request of parties. These conferences typically occur over Zoom on Monday, Wednesday or Friday at 11:00 a.m. or 1:00 p.m.
- b. The court requires all attorneys and parties to be present for the pre-trial settlement conference.
- c. The Court requires that a demand and offer be made prior to the pre-trial settlement conference.
- d. The parties must submit and exchange pre-trial memos setting forth a brief nature of the case, the stipulated and contested issues, the status of settlement negotiations and any other information any party believes would educate the judge or facilitate a compromise. This memo should be delivered to the Court Coordinator via email at least three (3) days before the settlement conference.
- e. Participation in a pre-trial settlement conferences with the trial judge may constitute a waiver of a party's right to a substitution of judge for cause as permitted by 735 ILCS 5/2-1001(a)(3). The parties waive their right to request a substitution of judge for cause based upon there being *ex-parte* communication during said conference. See Ill. Sup. Ct. R. 2.9(A)(4). See also, e.g., Ill. R. Cir. Ct. Cook. Co. R 13.4(j)(iv) & 17.4.

This Order is effective June 5, 2026. The Clerk of the Circuit Court of Cook County shall spread this Order of record in all cases in Courtroom 208, Sixth Municipal District Markham.

A handwritten signature in black ink, appearing to read 'Kevin P. Cunningham', written over a horizontal line.

Hon. Kevin P. Cunningham  
Circuit Court of Cook County