

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
1ST MUNICIPAL DISTRICT CIVIL DIVISION
GENERAL ORDER 2020- 14

SUBJECT: Written Reports for Judgment on Award, Status, Progress, and Stayed Matter Calls in Courtroom 1501, effective June 16, 2020

Whereas: In light of the COVID-19 pandemic, and in order to protect the health and safety of the general public, Cook County Circuit Court Judges, and court personnel, the Court wishes to limit the number of persons who are required to appear in person for court matters. The Court has designed new procedures to reduce the number of persons present in Courtroom 1501 for the Judgment on Award, Status, Progress, and Stayed Matter calls.

It Is Hereby Ordered: These procedures are to be followed by all parties in actions pending in Courtroom 1501. To the extent there is any conflict between these procedures and procedures found in the current standing order for Courtroom 1501, these procedures control.

It Is Further Ordered: These procedures are to be followed in all cases where a case is scheduled for any of the following calls beginning on June 16, 2020: Judgment on Award, Status, Progress, and Stayed Matter. To the extent that these procedures call for a report to be filed with the Court, the report will be filed as required by the procedures in lieu of any party appearing in person before the Court.

It Is Further Ordered: Parties are encouraged to avoid personal appearance in court for the entry of orders on any of these calls. The Court is now requiring the procedures outlined below that will ensure the health and safety of the parties and general public by proper consideration of cases through the review of written reports from the parties.

It Is Further Ordered: If a party is unable to comply with the Court's procedures for written reports and wishes to appear in person for a call, the party must contact the Court's Case Coordinator, Leslie Luster at (312) 603 – 4854 to schedule an appointment to appear in the case. The person must call the Court Case Coordinator at least 3 court days prior to the originally scheduled call in order to request a personal appearance. When the party contacts the Court, the party must have the case name, case number, and the original court date available.

It Is Further Ordered: There may be times, in the Court's discretion, that the Court seeks additional information from the parties in order to make determination. In those instances, the Court may order a supplemental written report from the parties, may order a telephone or video conference, or an in person appearance.

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Procedures for Written Reports relating to Judgment on Awards, Status Calls, Progress Calls, and Stayed Matter Calls in Courtroom 1501

Courtesy Copies to the Court

These procedures require courtesy copies of various documents be provided to the Court. For any courtesy copy of any document sent to the Court, the parties must follow these procedures:

The e-mail to the Court should have the following information in the subject line: (1) case name with at least the first named plaintiff and first named defendant listed; (2) case number; (3) the short title of the submitted document (ex., Status Report, Progress Call Report, JOA Report, etc.); and (4) the Court Date for the call in the following format (dd/mm/yy). For example, if the Pamela Smith v. Howard Jones case (2020 M1 123456) is scheduled to be on the Progress Call on June 9, 2020 at 9:30 then the subject line of the e-mail would read:

Re: Smith v. Jones, 20 M1 123456 Progress Call Report 06/09/20

The e-mail must also be copied to ALL counsel of record. The parties should endeavor to obtain the e-mail address for ALL counsel involved in the case and if a party is not represented by counsel, then the parties' e-mail address. In the instance that a party does not have an e-mail address, then the sender should indicate that fact in the body of the e-mail and also indicate what method will be used to provide the party with a copy of the correspondence.

Joint Reports

In the Court's experience cooperation and coordination between the parties often leads to more satisfactory results in litigation with less acrimony. Therefore, in many instances, the Court asks that the parties communicate regarding the status of the case and to prepare joint reports that will be filed, including the positions of all parties.

The duty to file a joint report begins once a defendant has been served, regardless of whether the defendant has filed an appearance. A plaintiff must make good faith attempts to reach all served defendants to confer about the filing of the required report. The attempts must be made in sufficient time to allow the parties to confer about the content of the report before it is due.

The Court recognizes that there may be circumstances where the parties may not be able to communicate readily or cooperate to prepare a single report. In those instances, the Court may accept separate reports being filed by the parties. However, in no instance where all parties are represented by counsel will the Court accept the filing of separate reports, without leave of Court. If there are disagreements between the parties about what to include in the report, then the disagreement should be noted and both parties' position should be listed. The parties should avoid including extraneous information within the report.

Judgment on Award Call

At the completion of the arbitration the parties will be provided a date for presentation of a Judgment on Award Report. At least 5 court days before the judgment on award date, the parties should file a joint report relating to the arbitration.

The Judgment on Award Report should provide the following information: (1) The date of the arbitration, (2) state whether a rejection of the award has been filed by any party, (3) if so, state the name of the party(ies) who filed the rejection and the date the rejection was filed, (4) stating whether a motion concerning the arbitration proceeding or the award has been filed; and, (5) how

the parties propose to proceed on any arbitration related motion that has been filed. A courtesy copy of the arbitration award should be attached to the Joint Report.

The parties should use a form provided by the Court or one substantially similar. After filing the report, within one court day of the filing of the report, the party who was successful at the arbitration should submit a courtesy copy of the joint report to the Court at Room1501reports@gmail.com.

In addition to the Joint Report, the Court should also be provided with a courtesy copy of a proposed order. In the instance, no party has submitted a rejection of the award, a proposed Judgment On Award should be submitted. In the instance that a timely rejection has been filed by any party, a proposed Trial Assignment Order should be submitted, with only the assigned courtroom and intake date missing. The proposed Trial Assignment Order should be submitted, even if a motion has been filed relating to the arbitration or the rejection.

The failure to file a report may result in a dismissal of the Plaintiff's claims for want of prosecution.

Motions To Strike Or Bar Rejections or Attack Arbitration Awards

If a party files a motion attacking a filed rejection or an arbitration award, the parties should discuss how the motion will proceed before the Court. In the Joint Report, the parties should indicate whether the motion can proceed on an agreed basis, or whether written briefs will be filed. The parties, if possible, should agree on a briefing schedule. If either party wishes to have oral argument, they may request it by indicating in the Joint Report or by inserting a request in their brief. If the Court permits oral argument, the Court will notify the parties to arrange for argument. After briefing, unless argument is allowed, the Court will take the motion under advisement and send the parties a ruling via e-mail.

Status Call

At least 5 court days before a status hearing date, the parties should file a Joint Status Report with the Clerk of the Circuit Court. If no defendant has been served, then the plaintiff should file the report.

The report should provide: (1) brief description of the nature of the case (e.g., breach of contract, premises liability, vehicle collision with personal injury, etc.); (2) list the full name of all plaintiffs; (3) identify the name and e-mail address of Plaintiff(s) counsel; (4) list the full name of all defendants, (5) identify the name and e-mail address of Defendant(s) counsel; (6) The amount of total money damages sought by Plaintiff (if personal injury, state amount of special damages); (7) whether the parties anticipate any amended pleadings being filed; (8) whether the parties anticipate additional parties being added, (9) identifying any defendants who haven't been served; (10) identifying discovery that remains to be conducted; (11) basis for any request to stay proceedings; and, (12) other information parties believe the Court should know about the status of the case.

The parties may use the Court's template or a substantially similar form.

The failure to file a report may result in a dismissal of the Plaintiff's claims for want of prosecution.

Within one (1) court day of the status report being filed, a filed stamped courtesy copy of the report and proposed order shall be sent to Room1501Reports@gmail.com by the plaintiff. In the instance that all defendants have been served, the plaintiff should submit along with a courtesy copy of the Joint Report, a proposed ADC order where the only information left blank is the ADC date. If any defendant remains unserved, then a proposed Progress Call Order should be submitted with only the progress call date left blank. The Court will review the report and proposed order and enter an appropriate order. A copy of the entered order will be sent to the parties via e-mail only.

Progress Call

At least 5 court days before a Progress Call date, if all defendants have been served, then a Joint Status Report should be completed as if the Progress Call date was a Status Call date.

If any Defendant remains unserved, then the Plaintiff should file a Progress Call Report with the Clerk of the Circuit Court. The Court encourages parties to use templates provided by the Court. Nonetheless, the Progress Call Report should provide the following information: (1) list the full name of all defendants, (2) identify the name and e-mail address of any Defendant(s) counsel, who has already appeared; (3) identifying any defendants who haven't been served; (4) attach copies of any affidavits of non-service and due diligence; and, (5) provide an explanation for any request for additional time to serve unserved defendants.

In the instance that all defendants have been served, the plaintiff should submit along with the Joint Status Call Report, a proposed ADC order with the only information left blank is the ADC date. If any defendant remains unserved, then a proposed Progress Call Order should be submitted with only the progress call date left blank.

The failure to file a report may result in a dismissal of the Plaintiff's claims for want of prosecution.

A Plaintiff may submit a motion for the appointment of a special process server, in accordance with this Standing Order, along with its Progress Call Report.

Within one (1) court day after the filing of the report, a filed stamped courtesy copy of the report and proposed order shall be sent to Room1501Reports@gmail.com by the Plaintiff. The Court will review the report and proposed order and enter an appropriate order. A copy of the entered order will be sent to the parties via e-mail only.

Stayed Matter Call

At least 5 court days before a Stayed Matter Call date, the parties should file a Joint Stayed Matter Status Report. If no defendant has been served, then the plaintiff should file the report.

The report should provide: (1) brief description of the nature of the case (e.g., breach of contract, premises liability, vehicle collision with personal injury, etc.); (2) list the full name of all plaintiffs; (3) identify the name and e-mail address of Plaintiff(s) counsel; (4) list the full name of all defendants, (5) identify the name and e-mail address of Defendant(s) counsel; (6) the dates and basis upon which the Court previously entered a stay in the case (7) whether the basis for the stay remains; (8) an explanation for any continued request for the litigation to remain on the Stayed Matter Call; (9) what date the parties propose the matter be stayed until; and (10) if no further stay is sought, what proceedings the parties believe are now appropriate.

The parties may use the Court's template or one substantially similar. Within one (1) court day of the filing of the report, the Plaintiff should submit a courtesy copy of the joint report to the Court at Room1501reports@gmail.com. The plaintiff should submit along with the Stayed Matter Call Report, a proposed order.

The failure to file a report may result in a dismissal of Plaintiff's claims for want of prosecution.

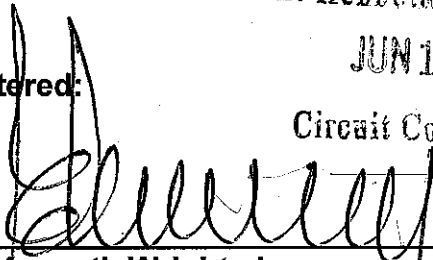
Dated this 15th day of June, 2020.

Presiding Judge
E. Kenneth Wright, Jr.

JUN 15 2020

Entered:

Circuit Court-1624



**E. Kenneth Wright, Jr.
Presiding Judge
First Municipal District**

**CIRCUIT COURT OF COOK COUNTY, ILLINOIS
FIRST MUNICIPAL DISTRICT CIVIL DIVISION
GENERAL ORDER 2020-12
AMENDED**

SUBJECT: Procedures for Civil Division Matters Effective July 6, 2020

WHEREAS: Under Illinois Supreme Court Rule 45 “[t]he court may . . . on its own order, allow a case participant to participate . . . remotely, including by telephone or video conference. Likewise, under Illinois Supreme Court Rule 241 “[t]he court may, . . . on its own order, for good cause shown and upon appropriate safeguards, allow a case participant to testify or otherwise participate in a civil trial or evidentiary hearing by video conferencing from a remote location.”

WHEREAS: In light of the COVIC-19 pandemic, and in order to protect the health and safety of the general public, Cook County Circuit Court Judges and court personnel, and after consultation with the 1st Municipal Advisory Committee; it is hereby ordered:

REMOTE COURT HEARINGS GENERALLY. Beginning July 6, 2020 all First Municipal District Civil Cases will be heard via Zoom conference on the date and time the matter has been set by order of the Court. All parties shall be notified of the date and time by the clerk. Remote participation in court proceedings by video conference requires an internet connection. Parties may enter www.zoom.us in their browser and select “Join a Meeting” on the home page where they will be e prompted to enter the “Meeting ID” and “Password.” To access the video conference, parties must enter the Meeting ID Password that corresponds to the courtroom where their case is pending listed in the following “Schedule of First Municipal Courtroom, Zoom Meeting IDs and Passwords” (hereinafter the “Schedule”).

ZOOM MEETING IDS AND PASSWORDS

COURTROOM	ZOOM MEETING ID	ZOOM SESSION PASSWORD
409	924 2449 2824	346609

1101	952 3043 8872	317905
1102	941 3131 4606	361176
1104	980 6912 3450	195933
1106	912 0010 9326	455806
1108	964 2925 3412	241565
1110	937 6444 5664	172880
1112	939 2925 9564	821022
1302	922 8830 9469	480525
1304	968 5798 1338	593485
1306	920 4115 9796	715348
1307	947 9378 9734	712192
1308	922 9098 9545	499080
1310	954 2504 0966	029524
1401	930 9949 4868	544388
1402	914 3045 9929	898778
1403	944 1848 7325	087880
1404	938 9278 5386	132873
1406	914 5130 7835	826324
1408	953 1943 0522	159886
1409	973 7875 2758	026297
1410	987 2834 2570	467433
1501	970 2938 9818	380923
1503	939 9214 4482	773102
1505	986 6707 2390	532802
1510	919 3031 9452	814638

Parties will be admitted to a “waiting room” and the court will “admit” them to the “meeting” when the call begins or when their case is called. Absent an internet connection, remote participation in court proceedings is possible by telephone by dialing (312) 626-6799 and, when prompted, entering the same Meeting ID and Password contained in the Schedule. Those who lack access to a computer or smart phone may appear in person on the date and time as notified by the clerk.

FILING AND SERVICE. All pleadings, including initial pleadings, motions, briefs and other court filings must continue to be filed and served in accordance with all applicable statutes and court rules. All emails sent to CCC.FirstMunicipal@cookcountyil.gov shall be copied on all counsel and unrepresented litigants of record.

SUMMONS AND NOTICE OF REMOTE COURT HEARING. Summons shall reflect that litigants shall not appear in court in person on the return date indicated on the summons. Notices of motion for remote hearings shall also reflect that litigants shall not appear in court in person and should instead include the applicable Zoom Meeting ID and Password in the schedule as well as the telephone number for remote participation.

IT IS HEREBY ORDERED: Nothing herein shall limit any judge from issuing standing orders so long as those orders are in compliance with the rules and orders of the Illinois Supreme Court, Chief Judge, or Presiding Judge. Parties shall familiarize themselves with the Supreme Court Policy on Remote Court Appearances in Civil Proceedings, which will be followed in all remote court proceedings.

AGREED ORDERS/ROUTINE MOTIONS. Parties shall submit all proposed agreed orders and routine motions to ccc.firstmunicipal@cookcountyil.gov. Any agreed orders submitted to the Court should list all parties' email addresses and phone numbers so the court may send parties their orders to the contact information provided. Otherwise, litigants and attorneys may pick up their signed order in the dropbox in courtroom 601 at the Richard J. Daley Center. However, to reduce the number of people in the courthouse, it is preferred that parties list their contact information on their agreed orders.

ALL COURTROOMS DISCOVERY. Discovery shall continue. The parties may request relief from deadlines by way of agreed order or through a motion as outlined herein, submitted to the to the email address shown in the Schedule.

STATUS HEARINGS. Parties who have a matter set for status are encouraged to submit an agreed order setting out the status of the case and setting future dates including a trial setting date. Proposed orders may be submitted to ccc.firstmunicipal@cookcountyil.gov.

JURY ROOMS CASE MANAGEMENT AND INTAKE. Unless ordered otherwise by the assigned judge, intake/progress calls for the First Municipal Jury Rooms will not be conducted in person. The parties shall confer and submit a proposed agreed order to ccc.firstmunicipal@cookcountyil.gov for discovery and trial setting dates using the Intake Order form applicable to the jury courtroom where the case is pending. If the parties are unable to agree, the parties shall notify the Court via ccc.firstmunicipal@cookcountyil.gov. The Court will unilaterally select a schedule for the case and notify the parties of the schedule.

ALL COURTROOMS/PRETRIALS. Parties desiring a remote pretrial settlement conference may request one including proposed dates and times via email to ccc.firstmunicipal@cookcountyil.gov. The parties shall also submit a written consent to a remote pretrial conference at the time the request is made. The parties shall be advised of the date and time set by the court.

PRESENTATION OF CONTESTED MOTIONS. For any motion set for presentment remotely on or after 7/6/2020, and until further order of the Court, any notice of motion shall contain the following language: "parties wishing to attend the presentment of this motion shall not appear in person in the courtroom, unless specifically ordered to do so by the Court. This motion shall be heard and conducted by video and/or telephone conference." The notice shall also include the applicable Zoom Meeting ID and Password shown on the Schedule.

IT IS FURTHER HEREBY ORDERED: If parties wish to brief a motion set for presentment remotely, they are strongly encouraged to submit an agreed briefing schedule to the court. If all parties waive briefing, and the court does not order otherwise, they shall be prepared to argue the motion when presented. If parties cannot agree on a briefing schedule, they shall so advise the court at ccc.firstmunicipal@cookcountyil.gov. The court will set the briefing schedule and advise the parties of the dates set.

IT IS FURTHER HEREBY ORDERED: All courtesy copies of briefs for contested motions shall be supplied by the movant to ccc.firstmunicipal@cookcountyil.gov on the date the reply is due. Once the

assigned judge has received fully briefed motions the judge will decide whether oral argument is necessary. If so the Court will notify the parties by email of the date and time set for oral argument and whether it will be held remotely or in person. If no oral argument is necessary, the Court shall set the case for ruling on a date certain and advise the parties of the date set. The parties shall not appear on the date set for ruling unless ordered by the Court to appear.

IT IS FURTHER HEREBY ORDERED: Any motion that was previously noticed but has not been heard or rescheduled to a date certain, shall be renoticed by the movant under the procedures set forth in this order.

EMERGENCY MOTIONS. Any attorney or self-represented litigant wishing to have an emergency matter heard shall e-file their motion or place it in the dropbox located in the West Lobby of the Richard J. Daley Center. If the Court finds that the matter is an emergency, the court shall notify the parties of the date and time for the hearing. The Court may order the hearing be conducted remotely or in person as the Court deems necessary.

CASES SET FOR TRIAL. All previously set trial dates between 3/17/2020 and 7/2/2020 have been or are now hereby stricken. Those cases have been or will be given new dates under the Chief Judge's Order continuing cases. The new dates are for "trial setting." No jury trials will be conducted until further order of court. The court will attempt to accommodate any agreement by the parties to maintain the currently scheduled trial date beyond 7/6/2020, assuming court operations allow for such trial to proceed.

ALL COURTROOMS BENCH TRIALS. Parties who desire a remote bench trial may request one by agreement, or by order of Court under Supreme Court Rules 45 and 241 regarding civil proceedings. If the parties are in agreement, they shall advise the court at ccc.firstmunicipal@cookcountyl.gov and submit a written consent to a remote bench trial at the time of the request. If the court agrees to conduct the trial remotely, the court shall enter an order setting the matter for remote bench trial, which will be sent to the parties. If all parties do not consent to a remote bench trial, a party must request a remote bench trial by motion. Remote bench trials will be conducted in accordance with all applicable Supreme Court Rules. The parties shall

familiarize themselves with the Supreme Court Rules and Guidance for Remote Proceedings.

SELF REPRESENTED LITIGANTS. All litigants are strongly encouraged to make remote appearances rather than appear physically in court, in order to diminish the health risks to themselves and the parties. For those self-represented parties who must come to Court in person, said matters will be heard in Courtroom No. 1307 of the Richard J. Daley Center by the team leader judge regardless of which judge has been assigned to the case until further order of the court. If the court determines that remote participation is appropriate for the matter then the Court shall provide a room and equipment with the appropriate technology and staff for the hearing, based upon the Court's finding of the necessary procedures to protect the health and safety of all parties involved taking into consideration social distance guidelines for appearances in court and procedural protections for parties who have no access to video conferencing or a telephone.

RULE 298 PETITIONS. All litigants filing Rule 298 petitions shall not appear in court in person on the return date. Rule 298 petitions may be filed in person or by electronic filing with the circuit court clerk. For any Rule 298 petitions the parties shall schedule the presentment of the Rule 298 petition by calling the judicial clerk at (312) 603-2281. The clerk shall provide the petitioner with the date and time for the petitioner to appear for the Rule 298 hearing.

Dated at Chicago, Illinois this 6th day of July 2020.

*Presiding Judge
E. Kenneth Wright, Jr.*

JUL 06 2020

Circuit Court-1624

ENTERED:


E. KENNETH WRIGHT, JR.
PRESIDING JUDGE
FIRST MUNICIPAL DISTRICT

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
FIRST MUNICIPAL DISTRICT
GENERAL ORDER 2020 - 15**

SUBJECT: Provide Courtroom Number and Judge's Name, etc.

WHEREAS: Chief Judge Timothy P. Evans entered General Orders effective May 1st, 2020 and on June 26, 2020 extended that order with a modified order extending court operations beyond July 6, 2020 to ensure health and safety of court personnel and those entering public buildings. Reducing the risk of infection with the coronavirus requires individuals to avoid direct contact with others whenever possible.

WHEREAS: In light of the COVID-19 pandemic and in order to protect the health and safety of the general public, Cook County Circuit Court Judges and court personnel, the court wishes to limit the number of persons who are required to appear in person for court matters.

WHEREAS: New procedures have been implemented to reduce the number of persons present in the courthouse (Richard J. Daley Center) and thus make it necessary that certain identifying information be provided by individuals contacting the court staff regarding files, pending cases, new cases and the like.

NOW THEREFORE IT IS HEREBY ORDERED THAT EFFECTIVE JULY 7TH, 2020:

1. Anyone seeking or providing information to email address: **CCC.FirstMunicipal@CookCountyil.gov** regarding court matters **must provide:**
 - a. an email address,
 - b. courtroom number where case is pending,
 - c. Judge's name,
 - d. case number, and
 - e. Telephone number of person sending the email.

Dated at Chicago, Illinois this 7th day of July 2020.

*Presiding Judge
E. Kenneth Wright, Jr.*

ENTERED:

JUL 07 2020

Circuit Court-1624



E. KENNETH WRIGHT, JR.

PRESIDING JUDGE

FIRST MUNICIPAL DISTRICT