

CIRCUIT COURT OF COOK COUNTY, ILLINOIS DOMESTIC RELATIONS DIVISION

Honorable Jeanne Marie Reynolds – Calendar “V” /82

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SKOKIE, ILLINOIS

PLEASE BE ADVISED THAT ALL COURTROOM 203 PROCEEDINGS BEFORE JUDGE JEANNE MARIE REYNOLDS ON CALANDER V/82 WILL BE HEARD REMOTELY BY USE OF ZOOM VIDEO CONFERENCING UNTIL FURTHER ORDER OF COURT. IF YOU DO NOT HAVE ACCESS TO A COMPUTER, TELEPHONE CONFERENCING IS AVAILABLE FOR ZOOM PROCEEDINGS.

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STANDING ORDER (revised 11/16/20)

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1. **General**

This Standing Order applies in every case assigned to Calendar “V” and 82. It establishes procedures to aid attorneys and litigants in cases pending on this Calendar as well as to facilitate the prompt, efficient, and equitable disposition of cases. This Court reserves the right to modify the procedures when necessary and appropriate. The Court will consider exceptions to these procedures where special circumstances are demonstrated. An order entered by the Court controls should there exist an inconsistency with this Standing Order.

The parties and counsel are expected to know and be well-versed on Part 13 of the Rules of the Circuit Court of Cook County, which govern domestic relations proceedings. A copy is available at http://www.cookcountycourt.org/rules/rules/court_rules.html.

In addition, an essential component of professionalism is civility and civility is an essential component of a respected and credible legal system. The Court requires all counsel to adhere to the standard of conduct set out in Part 13.11 (Civility).

2. **Structure of Daily Call**

8:30 a.m. ----- Hearings and Pretrial’s
9:00 a.m. ----- Prove ups & Joint Simplified Dissolution
9:45 a.m. ----- Status Reports and Agreed Orders
10:00 a.m. ----- New Motions and Emergency Motions
10:30 – 12:00 -- Hearings and Pretrials
1:30 p.m. Mon-Thurs ---- Longer Hearing and Trials
1:30 p.m. Fri ----- Postcard Progress Call
8:30 – 12:00 p.m. – First Thursday of the month - Paternity call

3. **Notice**

The Movant must give notice of a motion to all parties in accordance with Circuit Court Rule 2.1. Supreme Court Rule 11 (b) (4) (i) also allows notice by fax with the consent of the party being served. According to Supreme Court Rule 12(d), service by facsimile is complete on the first court day following transmission. Notice of the motion must be personally served (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.

4. **Courtesy Copy Rule**

Unless otherwise ordered by the Court, courtesy copies of any documents or filings shall be delivered to the Court at least 7 days in advance. Failure to meet the courtesy copy rule may cause the Court to strike and reset a matter on call.

5. **Check in with Clerk**

Upon arrival in the courtroom, please check in with the Clerk so that your matter may be called when both parties arrive. Please be advised that the Clerk cannot and will not give you legal advice with regards to your case or even discuss the facts and legal arguments related to your case.

6. **Court Reporters**

Neither official court reporters nor translators are available **except** for prove ups or orders of protection. You must advise the Court Coordinator when scheduling a prove up that you would like to request a translator. For all other matters, if you desire a court reporter or translator, you must provide one. If a trial does not have a transcript, counsel will have to prepare a bystander's report for any appeal. The Court will review any such document, but will not itself prepare the document.

7. **Sandbagging**

Trying to catch a party unaware through surprise exhibits witnesses or testimony will not be tolerated. The object of a trial is to present fairly the evidence on all sides of the dispute.

8. **Motions**

All pleadings and motions including post decree matters filed with this Court shall have the name of the movant and/or actual attorney signing the document typed or printed legibly below the signature line.

A pre-scheduled status date maybe used as a time to present a motion in the case.

Unopposed motions. If no one opposes a duly noticed motion when it is called, it may be granted instanter.

Motions to continue trial date are not encouraged and should be made, if at all, well in advance and accompanied by affidavits or other documentations demonstrating a specific good cause for continuance. The Court will not consider agreed motions to continue trials, except on written notice with good cause shown.

Discovery Motion Fees. In addition to any appropriate relief, if the Court finds a party's position on a discovery motion (or in an Illinois Supreme Court Rule 201 (k) conference) unreasonable, the court may direct the offending party to pay the fees and cost of the motion. See Illinois Supreme Curt Rule 219(c).

9. **Routine Motions**

Motions for appointment of special process servers, for approval of notice by publication, and applications to sue or defend as an indigent person may be presented to the Court by email.

10. **Emergency Motions**

1. Procedure During COVID -Emergency motions must be emailed by 3:00 p.m. Judge Reynolds will decide whether or not the emergency motion will be heard ex-parte (without notice to the other side) or after notice to the other party. The Judge's coordinator shall email the hearing date for the motion. Emergency motions will not be considered unless the motion is given to the courtroom Clerk no later than 8:45 a.m. on the date the motion is noticed if not previously provided.
2. Defined: The Motion must contain an affidavit stating the basis for the movant's claim of an emergency. To be heard, the motion must be a true emergency; that is, it must involve some circumstance which would lead to irreparable damage to a party if relief is not obtained prior to the time that the party could be heard on the court's regular motion call. Any application for relief that does not fit this criterion will not be heard as an emergency matter. Matters which become an emergency by reason of the failure of a party to seek timely relief will not be heard an emergencies. Motions to extend discovery, barring exceptional circumstances, will not be considered on an emergency basis.

11. **Case Status:** Counsel familiar with the case and pro se litigants must appear. Failure to attend the status call may result in the case either being dismissed for want of prosecution, or the entry of an order of default.

12. **Agreed Orders.** Agreed Orders, whether scheduled on the Courts daily call, or heard as add-ons to the call, generally will be heard between 9:00 a.m. and 10:00 a.m. The Court will not necessarily break from a hearing or a pretrial to hear agreed orders brought to the Court later than 10:00 a.m. Please check in with the Clerk and advise him/her that you have an agreed order. This Court does not have an agreed order line; your case will be called by name and call number as soon as practicable. Agreed orders must be captioned as agreed and presented as such signed by both parties/attorneys. The Court reserves the right to modify or deny any order presented. No Agreed Order shall be entered modify, or changing or continuing a trial date.

13. **Prove ups**

During COVID, unless a prove up is previously scheduled by the Court or transferred from another calendar, any uncontested or default prove up must be scheduled on the Court's docket by emailing the Judge's coordinator. The email must contain all of the required documents. In addition, please advise the Coordinator if you or your client requests the services of a language interpreter. The Court cannot guarantee that an interpreter will be available or present on that court date. The Court will use the official court interpreter if available.

The following are required prove-up documents to be provided to the Clerk before the case will be called:

1. The Judges Information sheet;
2. Court reporter sheet. Please advise the clerk whether your matter is a default or an uncontested matter.
3. Timely written notice of the prove up date and time must be provided to the opposing party and that party's attorney.
4. Stipulation to hear the case as uncontested or proposed order of default;
5. Petition;
6. Appearance(s);
7. Proposed Judgment, including parenting agreement or marital settlement agreement;
8. Order On Prove Up -28 day order;
9. Military affidavit , if applicable;
10. Support order, if applicable;
11. Certificate of completion of Focus classes or the on line Children In Between classes. For cases involving minor children, please be prepared to advise the Court whether the parties have completed either Focus on Children or the Children In Between courses. If the parties have not completed Focus on Children, they will be required to attend

the class within 30 days after the prove-up and a proposed order to do so must be presented to the Court.

14. **Postcard Progress Call**

Cases are automatically assigned to the Friday 1:30 p.m. postcard progress call by the Clerk of the Court. When a matter is heard for the first time on the Court's progress call, and attorney or party with knowledge of the case is expected to attend, and advise the Court of the progress of the case. If the parties have children, Focus on Children will be ordered if not previously ordered.

If a case does not have any future dates after the progress call date, the failure of at least one party to appear will result in the case being dismissed for want of prosecution.

15. **Contested Motions**

Contested Motions shall be scheduled with the Coordinator unless otherwise ordered by the Court. Pursuant to Judge Dickler's General Order 20 D 13 during COVID, all non-emergency motions, must be properly served on the other party and that party given 21 days to respond to the motion. It is suggested that a file stamped courtesy copy of the new motion and the notice of motion be delivered prior to initial presentment. If a courtesy copy is not delivered prior to initial presentment, the Motion and Notice of Motion must be tendered to the Court upon presentment.

The Court will set a briefing schedule and hearing date. For ease of scheduling, please be prepared to advise the Court as to the amount of time it will take to present and hear your matter. The Court on a case by case basis may require you to complete a Hearing Order for Calendar V.

16. **Mediation.** In cases involving custody or parenting disputes, the parties are required to attempt to resolve the dispute through the mediation process unless the Court determines mediation is not appropriate based upon the parties' circumstances. Counsel for the parties must give the mediation packet to their clients and verify such has been completed prior to the mediation session. Both parties must complete the mediation packet and present such at the first mediation session. Both parties must participate in good faith in the mediation process. Mediation can be scheduled at the status date. In the event the mediation session must be rescheduled due to an emergency or unforeseen circumstance, the mediator must be advised as soon as possible.

17. **Pretrials/Case Management Conferences**

The parties are encouraged to negotiate a settlement at any stage of the pretrial / trial process. The Court will schedule its own pretrials and case management conferences. Additionally, the Court will set each case for an initial pretrial conference at the time the matter is assigned for trial. No conference will be scheduled unless all parties agree to participate and all parties should be present unless the party's absence has been excused by the Court. When requesting a pretrial, please be prepared to advise the Court as to the amount of time you believe you will need for the pretrial and whether you will request the Court waive a pretrial memorandum. The Court will require the parties to complete a pretrial/case management scheduling order for Calendar V.

Courtesy copies of the pretrial memoranda must be delivered seven days in advance of the pretrial conference. Failure of either party to present a memorandum may result in the pretrial being stricken. If pretrial memoranda are waived by the Court, the Court routinely will require the parties to provide courtesy copies of the relevant pleadings and 13.3 financial affidavits.

18. **Trials and Longer Evidentiary Hearings**

Generally, trials and longer evidentiary hearings will be scheduled for half days beginning at 1:30 p.m. Mon – Friday. The Court will schedule its own trials and longer evidentiary hearings. If the Court determines that its schedule cannot effectuate resolution in a reasonable and effective manner, the Court may, at its discretion, transfer trials or hearings to the Presiding Judge of the Domestic Relations Division for reassignment for limited purposes of hearing of the motion or trial. The case will be reassigned to Calendar V upon the completion of the hearing or trial.

Trial dates are firm. The Court will not consider agreed motions to continue trials once scheduled except on written motion with good cause shown. When scheduling a trial or longer hearing, please be prepared to provide the Court with a realistic assessment of how long the matter will take to try. The Court will require the parties to complete a trial order for Calendar V. The following materials, as applicable, must be submitted to the Court at least seven days prior to commencement of trial:

1. A joint submission or stipulation to all issues of fact or submission of documents that are agreed upon by the parties;
2. A complete pre-marked set of all exhibits, including an exhibit list. Parties are strongly encouraged to avoid duplication of exhibits, and to stipulate to foundation and authenticity whenever possible;

3. A complete list of all potential witnesses, specifying who will, and who may be called by which party, including identifying all expert witnesses;
4. An affidavit of compliance with Illinois Supreme Court Rule 237 Notices, and a statement of any outstanding disputes as to such notices.
5. **Opinion Testimony:** Parties expecting to offer opinion testimony must have available at trial, a copy of any discovery responses and or deposition testimony which will support the opinion testimony to be offered at trial. The burden is on the proponent of opinion testimony to show compliance with Rule 213. See Illinois Supreme Court Rule 213(g). The Court will not entertain lengthy trial delays for this purpose.
6. A written stipulation signed by both attorneys or parties listing all pending matters. Any petitions/motions not listed are deemed waived or withdrawn.
7. Copies of all pending motions and any supporting and opposing memoranda. The parties are encouraged to present any substantial evidentiary disputes before trial commences by means of a motion in limine. Motions in limine should be, (if possible), noticed prior to the trial date and not be at the last minute as part of the trial materials.
8. Full transcripts of any evidence depositions to be used at trial, marked to identify what portion each party will offer.

Prior to the entry of its ruling and following the trial, the Court may request proposed findings of fact and conclusions of law and /or trial briefs. Neither is necessary before trial.

19. **Post Trial Matters & Motions to Reconsider:** Counsel contemplating a motion to reconsider should have in mind the pertinent standard. A briefing schedule will be set by the Court if appropriate. No oral argument will be heard on a motion to reconsider unless directed by the Court.
20. **Orders of Protection:** The Court hears all Emergency Petitions for Orders of Protection and motions related to Orders of Protection or Stalking No Contact Orders involving domestic relations matters Monday through Friday.

The Court welcomes any comments, changes, or additions to its Standing Order which may improve efficiency and fairness of the Court's procedures.