

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
THIRD MUNICIPAL DISTRICT**

Per Judge Evans General Administrative Order: 2020-02 as amended June 26, 2020

**SUBJECT: COVID-19 EMERGENCY MEASURES, RESUMPTION OF OPERATIONS**

**IT IS HEREBY ORDERED** that starting July 6, 2020 except as otherwise mandated by the General Administrative Order, the Third District will be hearing all civil matters with the exception of jury trials and evictions.

The Civil Courtrooms are: 204 (Judge Martin Agran), 205 (Judge James Pieczonka) and 206 (Judge Martin Kelley).

**No juries will be conducted until further order of court.**

**Judge Agran** (Courtroom **204**) presides over Law and Municipal cases on M/T/W and F.

Judge Agran's email: martin.agran@cookcountyil.gov  
Room 204 Zoom ID: 967 0125 5353 Password: 680014

**Judge Pieczonka** (Courtroom **205**) presides over Municipal, limited Law cases and is supervising judge of the Mandatory Arbitration call on M/T/W/and F. Juries are picked on M/T/W.

Judge Pieczonka's email: james.pieczonka@cookcountyil.gov  
Room 205 Zoom ID: 984 0874 5677 Password: 154544

Every Thursday, Judges Agran and Pieczonka hear evictions in the morning and post judgment/collection cases in the afternoon.

**Judge Martin Kelley** (Courtroom **206**) presides over non-jury municipal cases M/T/W; Collections all day on Thursdays and Pro-se small claims on Fridays.

Judge Kelley's email: martin.kelley@cookcountyil.gov  
Room 206 Zoom ID: 988 2593 4540 Password: 659357

**Clerk's Fax is 847. 818. 2323 Clerk's Email is [rmeadows3orders@cookcountycourt.com](mailto:rmeadows3orders@cookcountycourt.com)**

**Presiding Judge's Fax is 847. 818. 2766**

The following new court schedules are to promote social distancing in view of the Covid-19 pandemic:

1. All civil room Judges will accept agreed orders of dismissal by fax or email to the assigned Judge.
2. Agreed mandatory Arbitration Orders may be presented by fax or email to the Judge in room 205 (utilize PJ's Fax).

3. Routine motions for appointment of special process server may be presented by fax or email to the assigned Judge. Appointment of a special process server will be valid for one (1) year. *Previously, at least one summons must be placed with the Sheriff before an Alias is issued. See attached order.*
4. Motions for Publication or Special 203.1 service may be presented in court, by fax or email to the assigned Judge provided the proper affidavits are attached to the motion.
5. All status calls and presentation of motion are to be conducted via Zoom whenever possible. Plaintiffs are to provide Zoom information to Defendants at least three (3) days prior to the court date.

### **Courtroom 204**

Unless scheduled for another time of day, Judge Agran will open the call via Zoom at the times designated below. The cases for that day will be available on the Clerk's website. In order to access via Zoom open [www.zoom.us](http://www.zoom.us) and "Join a Meeting" by typing the Meeting ID 967-0125-5353, Password 680014. You will be admitted to a "waiting room" and the court will admit you when the call begins. Alternatively, you may telephonically dial, (312) 626-6799, then when prompted by Zoom, enter the same Meeting ID#. After entering the Meeting ID#, you will be admitted by the court in the order in which your case appears on the Clerk's court call.

### **Courtroom 205**

Unless scheduled for another time of day, Judge Pieczonka will open the call via Zoom at the times designated below. The cases for that day will be available on the Clerk's website. In order to access via Zoom open [www.zoom.us](http://www.zoom.us) and "Join a Meeting" by typing the Meeting ID 984-0874-5677, Password 154544. You will be admitted to a "waiting room" and the court will admit you when the call begins. Alternatively, you may telephonically dial, (312) 626-6799, then when prompted by Zoom, enter the same Meeting ID#. After entering the Meeting ID#, you will be admitted by the court in the order in which your case appears on the Clerk's court call.

### **Courtroom 206**

Unless scheduled for another time of day, Judge Kelly will open the call via Zoom at the times designated below. The cases for that day will be available on the Clerk's website. In order to access via Zoom open [www.zoom.us](http://www.zoom.us) and "Join a Meeting" by typing the Meeting ID 988-2593-4540, Password 659357. You will be admitted to a "waiting room" and the court will admit you when the call begins. Alternatively, you may telephonically dial, (312) 626-6799, then when prompted by Zoom, enter the same Meeting ID#. After entering the Meeting ID#, you will be admitted by the court in the order in which your case appears on the Clerk's court call.

6. Presentation of new motions shall be delivered (hard copy) to the assigned Judge at least three (3) days prior to the presentment date. The attorneys may appear in court on the presentment date, or if by prior agreement, by Zoom. The Court must be notified by email, at least three (3) days in advance as to whether the motion will be presented in court or by Zoom. If by Zoom , the court will send the proper link.
7. For contested motions that require a hearing date; the attorneys may appear in court or proceed by Zoom to set a briefing schedule, hearing date and time. The court must be notified by email at least three (3) days in advance as to whether the motion will be presented in court or by Zoom. If by Zoom, the court will send the proper link. Oral arguments may be made in person or by Zoom, the choice of which shall be designated on the briefing order.
8. Any case with a pro-se party who does not have access to Zoom will require an appearance in court.

9. *The calls in rooms 204 and 205 shall be as follows:*

<b>M/T/W/F</b>	9:00	Status or presentment of motions
	9:45	Status or presentment of motions
	10:30	Hearings set by judge
	11:00	Hearings set by judge
	11:30	Hearings set by judge

**Every Thursday: After July 31, 2020**

	9:00	Evictions to be set by the Clerk
	10:00	Evictions to be set by the Clerk
	10:30	Set for Trial

**Room 204**

	1:00	Post-judgment/collection
	2:00	Post-judgment/collection

**Room 205**

	1:30	Post-judgment/collection
	2:30	Post-judgment/collection

10. *The calls in room 206 shall be as follows:*

<b>M/T/W</b>	9:00	Status
	9:45	Status
	10:30	Hearings
	11:00	Hearings
	11:30	Hearings

occasionally in the afternoon.

**Thursday**    9:00    Status on collection cases  
                  10:00    Default call  
                  11:00    Default call  
                  1:30    Hearings  
                  2:30    Hearings

**Friday**        9:00    Pro-se call  
                  10:00    Pro-se call  
                  11:00    Pro-se  
                  1:30    Hearings  
                  2:30    Hearings

Mediators shall be available during the morning calls. All parties must appear.

11. Pre-trial conferences before trial or settlement shall be set by the Judge and conducted in court or by Zoom if the parties agree and notify the Judge by email the day before with one attorney of record and only one party/representative for each party. All persons in the court room must be at least 6 feet apart at all times.
12. All bench trials shall be set by the Judge and conducted in the courtroom. All parties must appear. Trial shall be limited to the parties, their attorneys, and all witnesses must remain in the hallway until requested to testify. All persons in the court room must be at least 6 feet apart at all times.
13. No observers allowed in the courtroom at any time without the permission of the Judge.

**DATED: June 29, 2020**

**ENTERED:**

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**JILL C. MARISIE**  
**Presiding Judge**  
**Third Municipal District**