

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

**THIRD AMENDED ADMINISTRATIVE CONTINUANCE ORDER 2020-02  
REGARDING ALL CIVIL CASES IN COURTROOMS 204, 205 AND 206**

Pursuant to General Administrative Order 2020-01 entered on March 13, 2020 by Chief Judge Timothy C. Evans regarding COVID-19 Emergency Measures:

**Clerk's Fax – 847-818-2706**

**Clerk's Email – [rmeadows3orders@cookcountycourt.com](mailto:rmeadows3orders@cookcountycourt.com)**

**Presiding Judge's Fax – 847-818-2766**

**IT IS HEREBY ORDERED** that

- A. All municipal or law cases are continued by Order of Court until after July 6, 2020. New continuance dates on cases set for status, hearings or trials may be made by agreement of the parties. The party's attorneys shall efile any agreed orders for continuance within a date no more than 60 days after court reopens, with the clerk's office.
- B. In the event either party is pro-se and an agreed upon date is not practical, the case shall be continued by Order of Court, within 60 days of the court's resuming full operations. The clerk of the court shall notify the parties of the new court date for STATUS.
- C. All plaintiffs shall notify all respondents of the new court date.
  - 1. All civil courtroom 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 Courtroom 205. Seven arbitrations have been reset to June and the parties will be given the option to conduct the arbitration by Zoom.
  - 3. Routine motions for appointment of special process server and/or alias summons may be presented by fax or email to the assigned judge.
  - 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. Presentation of new motions shall be mailed (hard copy) to the assigned judge and the attorneys may appear in court on the presentment date, or the movant may contact the opposing attorney/party and judge by email the day before to proceed by Zoom on the motion presentment date.
  - 6. On contested motions that require a hearing date: The attorneys shall appear in court to set a briefing schedule and hearing date and time or via Zoom. In the event the attorneys can agree on a briefing schedule, at least one attorney must

appear in court to set the hearing date and time; however, the absent attorney must be available by phone to confirm the hearing date set by the judge. Oral arguments may be in person or by Zoom and limited to the attorney of record or pro-se party. The briefing order shall state if the arguments are to be made in court or by Zoom.

7. Any case with a pro-se party must appear in court.
8. **The calls in Courtrooms 204 and 205 shall be as follows: M/T/W/F** for case status or presentment of motions shall be set and divided by the clerk's office at 9:00 a.m. and 9:45 a.m. Hearings shall be set by the judge at 10:30 a.m., 11:00 a.m. or 11:30 a.m. and occasionally in the afternoon.
9. **Every Thursday:** Evictions shall be set and divided by the clerk's office at 9:00 a.m. and 10:00 a.m. with cases held for trial at 10:30 a.m. The afternoon post-judgement/collection call shall be set and divided by the clerk's office for Courtroom 204 at 1:00 p.m. and 2:00 p.m. and in Courtroom 205 at 1:30 p.m. and 2:30 p.m. Only parties that appear may sit in the gallery unless instructed by the sheriff or judge to wait in the hallway. All persons in the courtroom must be at least 6 feet apart at all times.
10. **The call in Courtroom 206 shall be as follows:**  
**M/T/W:** for case status or presentment of motions shall be set and divided by the clerk's office at 9:00 a.m. and 9:45 a.m. Hearings shall be set by the judge at 10:30 a.m., 11:00 a.m. or 11:30 a.m. and occasionally in the afternoon.  
**Thursday:** Collection cases status shall remain at 9:00 a.m. The 10:30 a.m. default call shall be set and divided by the clerk's office at 10:00 a.m. and 11:00 a.m. Cases from the normal 1:30 p.m. call shall be set and divided by the clerk's office at 1:30 p.m. and 2:30 p.m.  
**Friday:** the pro-se call shall be set and divided by the clerk's office at 9:00 a.m., 10:00 a.m. and 11:00 a.m. Hearings/trials shall be set at 1:30 p.m. and 2:30 p.m., if required. Mediators shall be available during the morning calls. All parties must appear. Trials shall be limited to the parties, their attorneys and all witnesses must remain in the hallway until requested to testify. All persons in the courtroom must be at least 6 feet apart at all times.
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 courtroom 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. The 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 courtroom 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.

14. Jury trial procedure to be determined at a later date.

**DATED:** June 3, 2020

**ENTERED:**

**ENTERED**  
Judge Jill Cerone-Marisie-1931  
**JUN 03 2020**  
CLERK OF THE CIRCUIT COURT  
OF COOK COUNTY, IL

*Jill C. Marisie*

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