

**THIRD MUNICIPAL DISTRICT - ROLLING MEADOWS COURTHOUSE  
2121 EUCLID AVENUE ROLLING MEADOWS, IL 60008  
PARENTAGE CALL ROOM 208, CALENDAR 83  
JUDGE COLLEEN REARDON DALY**

**STANDING ORDER**

**WEEKLY SCHEDULE:**

This call is scheduled to be heard every Wednesday and Thursday at the Third Municipal District. Cases are heard beginning at 9:00 a.m. and in the afternoon beginning at 1:30 p.m.

**Wednesdays:** These days are generally dedicated to cases in which the parties are represented by attorneys.

**Thursdays:** These days are generally dedicated to self-represented litigants.

**Thursdays:** On two Thursday mornings each month the Cook County State's Attorney's Office, on behalf of the Illinois Department of Healthcare and Family Services, will appear on child support cases. Generally, the volume of cases on these dates is rather heavy. We thank parties in advance for your patience.

For the remainder of 2020 the following Thursdays are the scheduled dates for this child support call:

July 9, 23; August 13, 27; September 10, 24; October 8, 22; November 12;  
December 10, 24

**\*Mondays**, until further order, have been added to the Parentage call to help facilitate Covid-19 Pandemic backlog, volume of filings, and lengthy hearings/trials. Be advised that Mondays are **not** open for new filings on the clerk's website or presentments, and cases are only scheduled on Mondays via judicial administrative scheduling with the litigants/attorneys.

**TIMES FOR STATUS CALL, MOTIONS, PETITIONS, PRETRIAL CONFERENCES, & HEARINGS/TRIALS:**

- 9:00 a.m. - 10:30 a.m. (Remote) Status/Progress call
- 10:30 a.m. (Remote) Hearings/Pretrial conferences
- 11:00 a.m. (Remote) Hearings/Pretrial Conferences
- 1:30 p.m. (Remote) Hearings/Trials.

**ZOOM MEETING ID & PASSWORD FOR REMOTE PROCEEDINGS:**

On your scheduled remote court date **from August 2020 on** until further notice/order:

Zoom Meeting Id: 96525062629

Password: 034177

You will be admitted from the waiting room when your case is called. Please do not hang up if your matter is not called at the exact scheduled time as other also matters are also scheduled at that time just as in in person court dates.

**GENERAL ADMINISTRATIVE ORDER: 2020-02  
SUBJECT: COVID-19 EMERGENCY MEASURES, RESUMPTION OF OPERATIONS\***

This order is controlling as to all court operations and guidelines inclusive of in person/remote court appearances/proceedings.\*

**MOTIONS/PETITIONS/PLEADINGS BY THE PARTIES:**

1. On contested motions that require a hearing date: the attorneys/litigants shall appear in court, or via Zoom, to set a briefing schedule and hearing date and time. In the event the attorneys/litigants can agree on a briefing schedule, at

least one attorney/litigant shall appear in court or via Zoom to set the hearing date, however the absent attorney/litigant must be available by phone to confirm the hearing date set by the judge. The briefing order shall indicate whether the arguments and evidence (if applicable) shall be presented in court or via Zoom.

2. Every written motion or petition shall comply with the following requirements:

- a. Please specify the relief that you seek: such as child support, child support modification, parenting time, contribution to child care expenses, etc.
- b. If you are seeking to enforce or modify a prior court order, please attach that particular order to your motion or pleading. If you have tried to obtain a copy of that order but have been unable to do so, please try and identify it as specifically as possible. For example, "Order of June 5, 2010 Granting Child Care Expenses."
- c. Please be as specific as possible about the date, time, place, or events causing you to seek relief so that the opposing party knows, when they read your motion or pleading, what they need to specifically respond to. It is also essential for the court to fully understand the circumstances surrounding what is being alleged.
- d. Identify the statute and authority under which you are asking the court to act. Common ones often include:

Establishment of parent-child relationship 750 ILCS 46/201; Temporary Orders 750 ILCS 5/501; Child Support 750 ILCS 5/505; Modification of Child Support, 750 ILCS 5/510; Allocation of Parental Responsibilities: Parenting Time 750 ILCS 5/602.7; Representation of Child (Request for Appointment of Guardian ad Litem) 750 ILCS 5/506.

3. Motions and pleadings must be properly filed with the clerk of the court.
4. Motions and pleadings must be verified, attested to and/or certified/signed pursuant to that motion's or pleading requirements.
5. Motions and Pleadings must be properly served upon the opposing party.
6. The court cannot not honor oral requests to set matters for a hearing date in regards to a motion or pleading that has not yet been filed.

**PRETRIAL CONFERENCES/CASE MANAGEMENT CONFERENCES:**

The parties shall provide a Pretrial Memo and all relevant documents at least five (5) days prior to the Pretrial Conference unless it is determined at time of scheduling that written memos are not necessary.

**REMOTELY SUBMITTED ORDERS/REQUESTS:**

Temporary Agreed Orders (Administrative GO 2020-07\*), Agreed Final Orders (Administrative GO 2020-12\*), Agreed Pre Trial Conference Requests (Administrative GO 2020-15\*) are still in effect until further order and shall be submitted to both [d3crt208orders@cookcountycourt.com](mailto:d3crt208orders@cookcountycourt.com) and [ccc.d3parentage@cookcountyl.gov](mailto:ccc.d3parentage@cookcountyl.gov) following all set procedures in each order.

**ALL REMOTE ORDERS SUBMITTED ELECTRONICALLY  
FOLLOWING A REMOTE STATUS/HEARING:**

These must be submitted/returned upon drafting via email to [d3crt208orders@cookcountycourt.com](mailto:d3crt208orders@cookcountycourt.com) in a timely fashion that same court day and by 1:00 p.m. for any morning case so that the clerk's office can enter that same business day.

**EMERGENCY MOTIONS:**

Emergency pleadings may be noticed up for 9:00 a.m. with proper service required. Previously scheduled matters may be given time preference over emergency pleadings. A copy of the Emergency Motion must be presented to the clerk in the courtroom upon check-in. Additionally, until further order, Administrative Order 2020-08 Regarding Emergency Pleadings\* filed remotely is still in effect.

\*All existing Administrative General Orders, including those regarding Parentage matters in the Third Municipal District can be found at [www.cookcountycourt.org](http://www.cookcountycourt.org) under the Third Municipal District heading.

\*Any emails allowable pursuant to administrative orders shall not be utilized as a means of communication between counsel and/or the court and all parties/counsel shall completely refraining from presenting any arguments/positions on the case in the body of an email which includes the court. Such, as always, must be presented in pleadings or court appearances. Kindly file any motions or pleadings with the clerk of the court before submitting to the court (remotely) pursuant to administrative orders/procedures established and found at [www.cookcountycourt.org](http://www.cookcountycourt.org) under the Third Municipal District heading.

**MOTIONS FOR APPOINTMENT FOR SPECIAL PROCESS SERVER,  
REQUESTS FOR ALIAS SUMMONS, AND MOTIONS FOR  
PUBLICATION:**

Motions for the Appointment of Special Process Server, Requests for Alias Summons, and Motions for Publication provided the proper affidavits are attached to each particular request may be presented via email to: [d3crt208orders@cookcountycourt.com](mailto:d3crt208orders@cookcountycourt.com). Motions for the Appointment of Special Process Server can also be walked in on Wednesdays and Thursdays when court in session.

**PETITIONS FOR WAIVER OF COURT FEES PURSUANT TO SCT. RULE  
298**

Applications for Waiver of Court Fees must first be filed with the Clerk's office before presentment. These applications can be submitted remotely by emailing to **d3crt208orders@cookcountycourt.com**, or can be submitted as walk-ins, meaning any time when the parentage call is in session at the courthouse. Please bring/send the filed application as well as the corresponding requested order (with you). A current email address must be provided by the movant at the time of remote filings and the movant is notified that he/she shall be available remotely for any required testimony for this petition.

**FAMILY MEDIATION SERVICES COOK COUNTY CIRCUIT COURT & CENTER FOR CONFLICT RESOLUTION:**

These resources and programs are provided at no cost to the litigants.

Family Mediation Services 312-603-1540

Center for Conflict Resolution 312-922-6464 (Spanish speaking mediation available)

**RESOURCES/CONTACT INFORMATION FOR SELF-REPRESENTED LITIGANTS:**

Within Courtroom 208, there will be various written court navigation guides/packets available for distribution to litigants and which detail these court proceedings and contain phone numbers, online resources and locations to contact legal aid agencies, pro-bono attorneys, and limited scope attorneys for assistance/court navigation.

The Illinois Courts website found at **illinoiscourts.gov** on their home page has an Access to Justice section on the far right of the home page. Under that Access to Justice Section there are various links to standardized legal forms, and resources for Self-Represented Litigants.

The Illinois Courts website found at **illinoiscourts.gov** (home page, to the right under the section Citizen Self-Help) also a link to Illinois Child Support Information and the Illinois Department of Healthcare & Family Services ("DHFS") site. The

DHFS website at [illinois.gov/hfs/childsupport](http://illinois.gov/hfs/childsupport) contains a calculator to help calculate child support figures which may be required to be present to the Court in a particular case.

The Chicago Bar Foundation and AmeriCorps Justice Corps has compiled a guide and court navigation tool entitled Family Law: Resources for Legal Help guide. This document is available in Courtroom 208 and is also at:

<https://chicagobarfoundation.org/category/resources/courts/>. This guide lists various resources including remote online resources.

Additional resources:

Parentage and Child Support Pro Se Advice Desk: 312-726-2938

CARPLS Hotline: 312-738-9200

Remote Order of Protection Assistance Project 312-229-6020

State Disbursement Unit: 1-877-225-7077 [www.ilsdu.com](http://www.ilsdu.com)

Illinois Division of Healthcare and Family Service: 1-800-447-4278  
[www.childsupportillinois.com](http://www.childsupportillinois.com)

### **CHILDREN'S ADVOCACY ROOM AT THE COURTHOUSE:**

This Room is located in Room 221 at the Rolling Meadows Courthouse (847) 818-3198 and accepts infants and children through age 16 and provides educational child care services in a secure environment while caregivers attend to court matters. Please call ahead if possible to confirm that they are open.

### **COURTESY COPIES**

Courtesy copies can be dropped off in courtroom 208 while parentage court is in session or dropped off any day in the Presiding Judge's Office- Room 205 L or mailed to:

Judge Colleen Reardon Daly  
Third Municipal District- Rolling Meadows Courthouse

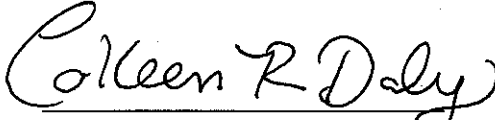
2121 Euclid Avenue Room 205 L  
Rolling Meadows, IL 60008.

Until further order courtesy copies can also be temporarily emailed to [ccc.d3parentage@cookcountyil.gov](mailto:ccc.d3parentage@cookcountyil.gov) as long as both attorneys/litigants are also copied on that same email.

**THANK YOU** for your review of this Standing Order. This order may be amended/supplemented in the future. It is my pleasure to currently preside over the Parentage Courtroom.

**DATED:**

**ENTERED:**

  
Judge Colleen Reardon Daly

Judge Colleen Reardon Daly

AUG 05 2020

Circuit Court - 2230