

**Judge Kerrie Maloney Laytin**  
**Standing Order – Courtroom 1503**

(Effective November 22, 2023)

Ante-Chambers: (312) 603-4852

Email for Court Orders Only: [courtorders1503@cookcountycourt.com](mailto:courtorders1503@cookcountycourt.com)  
(email box does not accept courtesy copies; no *ex parte* communications)

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This Standing Order applies to all cases heard in Daley Center, Jury Courtroom 1503.

**I. GENERAL MATTERS**

**A. Zoom Proceedings**

- i. The Court conducts a call on Zoom every day, Monday through Friday, at 9:00 a.m., for all non-evidentiary matters.
- ii. Joining Zoom through Zoom website or Zoom App:  
1503 Zoom Meeting ID: 939 9214 4482  
1503 Zoom Meeting Password: 773102  
  
Alternatively, call (312) 626-6799 and use the Zoom Meeting ID and Password above.
- iii. Counsel must be present on Zoom at 9:00 a.m. to check in for your case or the Court may proceed with the case regardless of any check-in.
- iv. Do not appear on the Court’s Zoom call unless your matter is scheduled for court on that date and time through the clerk’s electronic docketing system. No “drop in” matters will be heard.

**B. Appearances**

All attorneys must have an appearance on file before appearing in court or must seek leave to file such an appearance on the first court date.

**C. Email Communications**

The Court’s email box is not a forum for courtroom adjudication. Sending an email is no substitute for appearing on the Court’s scheduled call on the date assigned through the clerk’s electronic docketing system.

The courtroom email ([courtorders1503@cookcountycourt.com](mailto:courtorders1503@cookcountycourt.com)) is to be used solely for delivery of proposed court orders. It is not for communication with the Judge or Court staff on the substance of your case or any other topic besides court orders. Please do not engage in arguments with opposing counsel or *ex parte* communications with Court staff, and do not expect responses to communications other than concerning proposed court orders sent in after

appearing on the Court's scheduled call.

Please do not contact the Judge directly on any matter unless expressly asked to do so.

**D. Court Orders**

Proposed court orders from matters heard on the Court's morning call are due by noon on the day of your court date. Email your proposed orders to [courtorders1503@cookcountycourt.com](mailto:courtorders1503@cookcountycourt.com), copying all other parties/counsel. Alternatively, drop off your proposed order in the basket outside Courtroom 1503, after receiving approval from all other parties/counsel.

Courtroom 1503 does not provide litigants with copies of entered orders. Litigants who wish to obtain a signed and stamped copy of any order entered in their case must obtain it through the clerk's electronic docketing system or directly from the clerk's office on the 6<sup>th</sup> Floor of the Daley Center.

If an order does not appear on the clerk's electronic docketing system within a reasonable time, it is the litigants' responsibility to follow up regarding the missing order by contacting 1503's clerk at [courtorders1503@cookcountycourt.com](mailto:courtorders1503@cookcountycourt.com) or by phone at (312) 603-4852.

**E. Agreed Orders**

The Court will not accept agreed orders sent in off call. Instead, appear on Zoom on your next scheduled court date to inform the court of your agreement or file a non-emergency motion to enter an agreed order, noticed up for a date prior to your next scheduled court date. If your agreed order resolves the entire case, the dismissal order must contain language striking future dates, specifying which specific future dates are to be stricken.

**F. Courtesy Copies**

The Court does not accept courtesy copies of any documents or filings by email. Instead, hand deliver all courtesy copies to the basket outside Courtroom 1503 or send them in time to arrive by your deadline through the U.S. Mail or third party carrier to: Courtroom 1503, Daley Center, 50 W. Washington St., Chicago, IL 60602. All courtesy copy letters must be copied to all parties/counsel of record.

**G. Decorum Required for Appearing in Court**

During all courtroom proceedings, whether in person or on Zoom, please be respectful of the Court and other parties/counsel by taking turns and not speaking over the Court or other parties/counsel. Please do not raise your voice or speak disparagingly of others.

Please dress appropriately for court, whether in person or on Zoom. Business attire is expected for all parties and counsel.

For Zoom matters, please remain muted until your case is called or you are asked to unmute. Find a quiet place to appear without distraction. Make sure your devices are fully charged and that you have a stable and functioning internet or phone connection. Do not Zoom into court

from a moving vehicle of any kind or while you are walking about.

Pay attention to the proceedings at hand and do not attempt to participate in other Zooms or telephone calls while the Court is considering your matter. Silence all other electronic devices so that unnecessary noise does not interfere with the proceedings.

Come prepared with arguments and authorities to support your position.

Failure to comply with these requirements could result in your removal from the courtroom and/or striking your matter off the call. See Circuit Court of Cook County, General Administrative Order 2023-03, for further guidelines.

## **II. INTAKE/CASE MANAGEMENT CALL**

The Court's intake/case management call is on Thursdays at 9:00 a.m. Please come prepared with your calendar and availability in order to schedule all remaining court dates in your matter, including your pre-trial and trial dates.

For cases other than eviction matters, after the initial appearance, the parties must submit an Intake and SCR 218 Case Management Order (CCM 0703) containing their agreement on all specified items, as applicable.

For eviction matters, after the initial appearance, the parties must submit a case management order setting forth the time to answer or otherwise plead, discovery deadlines, and pre-trial and trial dates.

## **III. MOTIONS**

### **A. Days and Time for Motions**

The Court hears motions every day, Monday through Friday, at 9:00 a.m.

### **B. Regular Motions**

Motions must be filed through the clerk's electronic docketing system. Follow Circuit Court of Cook County Local Rule 2.1(a)-(c) regarding notice required, content of notice, and manner and time of service of notice.

When a party files a motion or other pleading through the clerk's electronic filing system, the Court does not receive notice or a copy of the filing. Therefore, please deliver physical courtesy copies at least two (2) business days before presentment to the basket outside Courtroom 1503 or through the U.S. Mail or third-party carrier. The Court does not accept courtesy copies by email.

The movant is also responsible for providing the Court with a complete set of all the briefs filed on any motion scheduled for oral argument, to the basket outside Courtroom 1503 or through the U.S. Mail or third-party carrier, no later than three (3) business days prior to the date scheduled for argument on your motion. The Court does not accept courtesy copies by email. The Court may strike your motion or argument off call for failure to provide courtesy copies prior to argument.

### **C. Emergency Motions**

Emergency motions are heard every day, Monday through Friday, at 9:00 a.m. Emergency motions must be filed with the clerk's office before presentment.

A file-stamped courtesy copy of the emergency motion must be delivered to the Court in the basket outside Courtroom 1503, with a cc: to all parties/counsel of record, by 4:00 p.m., one (1) business day prior to presentment. The Court does not accept courtesy copies by email. In its discretion, the Court may consider emergency motions where no prior notice was given pursuant to Circuit Court of Cook County Local Rule 2.2.

To be granted, the movant must articulate compelling reasons describing a true emergency. A true emergency is a situation that was not reasonably foreseeable in time to notice a motion for the regular motion call and will result in irreparable damage to a party if relief is not obtained before a regular motion could be heard. A motion to enter an agreed order is not an emergency.

### **D. Motions to Continue Trial**

Motions to continue trial must be filed with the clerk's office prior to presentment, must comply with Illinois Supreme Court Rule 231, and must be supported by affidavit. Affidavits of engagement must include the case name, number, and trial judge. If a material witness is unavailable, a copy of the served subpoena must be included. Motions filed within a week of trial will not be granted absent good cause shown, including why it was not possible to bring the motion earlier.

### **E. Specific Motion Practice**

Motions seeking leave to file an amended pleading must state the specific nature of the amendment sought and attach a copy of the proposed amended pleading.

Motions seeking to strike or dismiss any pleading must attach a copy of the pleading the party wishes to strike or dismiss.

Motions seeking to reinstate a case for failure to comply with an agreed settlement order must attach a copy of the agreed order and an affidavit in support.

All discovery motions must articulate the attorney's actual efforts at personal consultation and reasonable attempts to resolve differences with opposing counsel pursuant to Supreme Court Rule 201(k). Failure to comply with Rule 201(k) will result in the motion being stricken.

In all cases except for evictions, motions for summary judgment may not be presented less than 45 days before trial except by prior leave of court and for good cause shown or unless a deadline for dispositive motions is otherwise specified by court order.

Consistent with Illinois Supreme Court Rule 23(e), motions and briefs may not include citation to unpublished summary orders and unpublished written orders of the Illinois Appellate Court, except to support contentions of double jeopardy, *res judicata*, collateral estoppel or law of the case. However, unpublished written orders entered on or after January 1, 2021 may be cited for persuasive purposes. When unpublished orders are cited as described above, a copy of the

order shall be furnished to the Court and all other counsel/parties.

**F. Page Limits**

No motion or brief may exceed 15 pages, double-spaced with one-inch margins, excluding exhibits, without prior leave of court. Reply briefs are limited to 8 pages, double-spaced with one-inch margins, excluding exhibits.

**IV. SETTLEMENT CONFERENCES**

The Court will conduct settlement conferences at the parties' request. Each side must deliver a one-page statement describing the facts and their settlement position, including prior efforts at settlement, to the basket outside Courtroom 1503 or through the U.S. Mail or third-party carrier, no later than three (3) business days before the date scheduled for your settlement conference. The Court does not accept materials by email. Someone with settlement authority must attend the conference for each side.

**V. PRE-TRIAL CONFERENCES**

The Court hears pre-trial conferences every day, Monday through Friday, at 9:00 a.m., over Zoom, unless the scheduling order specifies that the pre-trial conference is to be heard in person. The Court requires pre-trial conferences for all cases.

**A. Pre-Trial Materials**

All counsel must deliver pre-trial materials to the Court in the basket outside Courtroom 1503 or through the U.S. Mail or third-party carrier, no later than three (3) business days before the pre-trial conference, unless the parties intend to ask the court to enter an agreed dismissal order on the date of the pre-trial conference. The specific deadline for delivery of your pre-trial materials will be indicated in your scheduling order. Failure to deliver pre-trial materials by the date specified in your scheduling order could result in the Court striking your pre-trial conference and/or trial date off call. Pre-trial materials include the following:

- i. Agreed statement of the case or each party's proposed statement, if not agreed
- ii. List of all potential witnesses, parties, and attorneys
- iii. Exhibit list
- iv. Motions *in limine*
- v. Proposed jury instructions: one marked set (identifying the party offering each instruction and the appropriate IPI citation), and one unmarked or "clean" set
- vi. Evidence deposition transcripts, if applicable, with markings that specify the issues necessary for the Court's resolution

The parties should share with each other and confer about all pre-trial materials before appearing in court for the pre-trial conference and should identify in advance any areas of disagreement that will require rulings.

The parties should consult the most recent version of the IPI Civil jury instructions on the Illinois Supreme Court's website before submitting any proposed instructions. Any proposed instruction which modifies a current IPI instruction must note that the instruction has been modified and indicate how it was so modified. In eviction cases, where no IPI instructions are available, the parties may consult Illinois Forms of Jury Instructions, Chapter 90, in fashioning proposed instructions.

**B. Expectations for Pre-trial Conference Participation**

Counsel should come prepared to discuss all pre-trial materials as outlined above, unless the parties intend to ask the court to enter an agreed dismissal order on the date of the pre-trial conference. The parties should also come prepared to discuss the status of settlement negotiations; the estimated length of the trial; stipulations, if any; the need for language interpreters or evidence deposition readers; any needs required for the presentation of evidence (e.g., technological or demonstrative needs); and any other issues that will help streamline trial presentation.

Persons with settlement authority from both sides must be available by telephone during the pre-trial conference.

Lack of sufficient preparation for and/or participation in the pre-trial conference could result in the Court striking your trial date off the call.

**VI. JURY TRIAL PROCEDURES**

**A. Day of Trial**

All jury trials are conducted in person in Courtroom 1503 of the Daley Center. All attorneys and parties must check-in and be present by 9:00 a.m. on the day of trial. Arrival later than 9:30 a.m. for a scheduled trial may result in the case being dismissed for want of prosecution or the entry of an *ex parte* judgment.

**B. Materials Required for Trial**

Please come prepared to provide the Court and all other parties/counsel with copies of:

- i. Trial exhibits
- ii. A complete final set of clean and marked jury instructions that incorporate any additions, deletions, or modifications required after the pre-trial conference
- iii. Final edited versions of evidence deposition transcripts, if any, striking all lines that will not be read to the jury

**C. Jury Selection**

Jurors are questioned in groups of 14 or 18, depending on the number of jurors required. The Court will limit voir dire to 10-15 minutes per side for the entire group, unless counsel can establish a reason to extend that time period. The parties may submit questions that they would prefer the Court to ask. Questions shall not directly or indirectly concern matters of law or instructions.

After voir dire to the first group of prospective jurors, the Court will entertain challenges for cause for the entire group. Then, the Court will tender panels of 4, with the first panel to plaintiff and the next panel to defendant, and so on. Backstriking is not allowed.

**D. Objections**

Speaking objections are prohibited. State a short basis for any objection. If necessary, request a sidebar.

**E. Length of Arguments**

Unless approved in advance, opening statements are limited to 15 minutes per side, and closing arguments are limited to 15 minutes per side, plus 10 additional minutes for rebuttal.

**VII. ALL OTHER EVIDENTIARY MATTERS BESIDES JURY TRIALS**

**A. Location**

All other matters that require the introduction of evidence are conducted in person in Courtroom 1503 of the Daley Center. All attorneys and parties must check-in and be present by 9:00 a.m. on the date of your proceeding. Failure to arrive by 9:30 a.m. for a scheduled evidentiary proceeding may result in striking your matter from the call, dismissing your matter for want of prosecution, or the entry of an *ex parte* judgment.

**B. Courtesy Copies**

All counsel must deliver courtesy copies of any exhibits and other materials needed for your evidentiary matter to the Court in the basket outside Courtroom 1503 or through the U.S. Mail or third-party carrier, at least three (3) business days before your scheduled court date, unless the parties intend to ask the court to enter an agreed dismissal order on the date scheduled for your matter. Failure to delivery courtesy copies could result in striking your matter off the call.

**C. Materials Required**

On the date of your proceeding, please bring a sufficient number of copies of your exhibits and other necessary materials so that you may provide one copy of each to the Court and one copy to all other parties/counsel.