

## **APPENDIX**

### **Administration of Small, Uncontested, Decedent Estates In Cook County, Illinois, In 2021**

**May 20, 2021**

Steve Raminiak, Esq.  
Law Offices of Steve Raminiak, P.C.  
1655 N. Arlington Heights Road  
Suite 302E  
Arlington Heights, Illinois 60004  
(847) 870-3300  
[sr@raminiaklaw.com](mailto:sr@raminiaklaw.com)

**SPONSORED BY:** The Probate Court Assistance Project (PCAP) of Chicago Volunteer Legal Services (CVLS)! While this seminar provides a foundational understanding of Decedent Estates, we learn best by **doing!** The PCAP program provides the *pro bono* opportunity to get real world experience while receiving first class mentoring from other CVLS volunteers or staff. Are you serious about Decedent Estates? If so, contact our PCAP czar, Rich Campbell at [rcampbell@mayerbrown.com](mailto:rcampbell@mayerbrown.com).

IN THE CIRCUIT COURT OF THE COOK COUNTY, ILLINOIS
PROBATE DEPARTMENT

Estate of Jane Sample, deceased

v.

No.

RULE 298 CERTIFICATION FOR WAIVER OF FEES
REPRESENTATION BY CIVIL LEGAL SERVICES PROVIDER OR
COURT-SPONSORED PRO BONO PROGRAM

Pursuant to Supreme Court Rule 298, the undersigned counsel hereby certifies that s/he is an attorney for
YOUR LAW FIRM, P.C. volunteering with Chicago Volunteer Legal Services

(name of organization or court program)

a civil legal services provider or court-sponsored pro bono program as defined in 735 ILCS 5/5-105.5(a), and

that Chicago Volunteer Legal Services

(name of organization or court program)

has made the determination that John Sample, Petitioner and proposed Representative

(name of party)

has income of 125% or less of the current official poverty guidelines or is otherwise eligible to receive services
under the eligibility guidelines of the civil legal services provider or court-sponsored pro bono program. As a

result, under Supreme Court Rule 298, John Sample, Petitioner and proposed Representative

(name of party)

is eligible to sue or defend without payment of fees, costs or charges as defined at 735 ILCS 5/5-105(a)(1).

/s/ YOUR SIGNATURE HERE

Attorney Certification

Name of Organization or Court Program: Chicago Volunteer Legal Services

Atty. No.: 91139 (attorney number of CVLS)

Name: YOUR NAME

Address: 33 N. Dearborn, Suite 400 (first address line of CVLS)

City/State/Zip Code: Chicago, IL 60602 (second address line of CVLS)

Telephone: YOUR PHONE NUMBER (volunteer attorney's phone number)

**IN THE CIRCUIT COURT OF THE CIRCUIT COURT OF COOK  
COUNTY DEPARTMENT, PROBATE DIVISION**

ESTATE OF \_\_\_\_\_ )  
 )  
FRANK SAMPLE, ) Court No. \_\_\_\_\_  
 )  
DECEASED )

**NOTICE OF PETITION**

TO: SEE ATTACHED SERVICE LIST

**PLEASE TAKE NOTICE** that on \_\_\_\_\_, at 10:00 a.m., or as soon thereafter as counsel may be heard, I shall appear before the Honorable \_\_\_\_\_, or any Judge sitting in his/her stead, by Zoom videoconference platform, account no. \_\_\_\_\_, meeting password: \_\_\_\_\_, or, in the event that the Cook County Court reopens to allow attorneys to physically attend Court by that date, in Courtroom \_\_\_\_ of the Richard J. Daley Center, 50 W. Washington St., Chicago, Illinois, and then and there present the attached *Petition for Letters of Administration*, a copy of which is attached and hereby served upon you. I have also attached the Court's *Form 1004: Notice to Interested Parties Regarding Petition for Letters of Administration (or Letters of Administration with the Will Annexed)* and *Instructions for Probate Division Virtual Hearings*, effective March 23, 2021.

NOTE: Section 9-5 of the Probate Act of 1975 [755 ILCS 5/9-5] requires that this notice be mailed to each person named in the petition whose post office address is stated and who is entitled either to administer or to nominate a person to administer equally with or in preference to the petitioner not less than 30 days before the hearing on the Petition to issue letters with a copy of the Petition.

E-filing is now mandatory for documents in civil cases with limited exemptions. To e-file, you must first create an account with an e-filing service provider. Visit <http://efile.illinoiscourts.gov/service-providers.htm> to learn more and to select a service provider. If you need additional help or have trouble e-filing, visit <http://www.illinoiscourts.gov/faq/gethelp.asp>, or talk with your local circuit clerk's office.

Your Name, Esq., Atty. No. XXXXX  
Your Law Firm, P.C.  
Counsel for Petitioner  
Your Address, Line 1  
Your Address, Line 2  
(XXX) XXX-XXXX, [you@yourlawoffice.com](mailto:you@yourlawoffice.com)

Respectfully submitted,  
  
\_\_\_\_\_  
Your Name, Esq.

**CERTIFICATE OF SERVICE**

I, Your Name, an attorney, on oath, certify and state that I caused the foregoing Notice and attached *Petition for Letters of Administration, Form 1004: Notice to Interested Parties Regarding Petition for Letters of Administration (or Letters of Administration with the Will Annexed)* and *Instructions for Probate Division Virtual Hearings*, effective March 23, 2021, to be served upon the parties listed on the attached Service List by placing a copy of same in an envelope, properly addressed, with proper postage affixed thereon, and depositing said envelope in the United States Mail located at \_\_\_\_\_ prior to 5:00 p.m. on \_\_\_\_\_.

\_\_\_\_\_

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
COUNTY DEPARTMENT - PROBATE DIVISION

Estate of )  
 )  
 )  
 FRANK SAMPLE, ) Court No. \_\_\_\_\_  
 )  
 Deceased )  
 )

**ORDER**

THIS CAUSE coming on to be heard regarding the appointment of the Representative, that having occurred by separate Order,

the Estate being required to publish notice once each week for three (3) consecutive weeks in accordance with the Probate Act, i.e., 755 ILCS 5/18-3, the Representative being unable to pay the cost of such publication,

the Court being fully advised;

**IT IS HEREBY ORDERED THAT:**

the Clerk of this Court shall cause publication to be made in the manner provided by law and required by 755 ILCS 5/18-3, and the Clerk of this Court shall pay all costs of such publication.

Attorney No. XXXXX  
You Attorney, Esq.  
Your Law Firm, P.C.  
Attorneys for Guardian  
Your Firm's Address  
Your Firm's Address  
(312) XXX-XXXX; [you@yourlawfirm.com](mailto:you@yourlawfirm.com)

ENTER:

\_\_\_\_\_  
JUDGE

**IN THE CIRCUIT COURT OF THE CIRCUIT COURT OF COOK  
COUNTY DEPARTMENT, PROBATE DIVISION**

ESTATE OF )  
 )  
FRANK SAMPLE, ) NO: \_\_\_\_\_  
 )  
DECEASED )

**AFFIDAVIT OF HEIRSHIP**

Jane Sample (“Affiant”), being first duly sworn on oath, deposes and says as follows:

1. Affiant is the surviving spouse of Frank Sample ("Decedent"), who died on May 20, 2021.
2. The Decedent was married once during his lifetime, to Jane Sample, the Affiant, who is living, over 18 and mentally competent. The Decedent never entered into a civil union during his lifetime.
3. Two children were born to the Decedent and Jane Sample during their marriage, namely: Jennifer Generic and Joshua Sample, who are both living, over 18 and mentally competent. No other children were born to or adopted by Decedent during his lifetime.
4. Therefore, the Decedent left as his only heirs at law: Jane Sample, his spouse, Jennifer Generic, his daughter, and Joshua Sample, his son.

Further Affiant sayeth not.

\_\_\_\_\_  
Jane Sample, Affiant

SUBSCRIBED AND SWORN to before me

this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Notary Public

Attorney No. XXXXX  
You Attorney, Esq.  
Your Law Firm, P.C.  
Attorneys for Guardian  
Your Firm's Address  
Your Firm's Address  
(312) XXX-XXXX; [you@yourlawfirm.com](mailto:you@yourlawfirm.com)

**IN THE CIRCUIT COURT OF THE CIRCUIT COURT OF COOK  
COUNTY DEPARTMENT, PROBATE DIVISION**

ESTATE OF )  
 )  
 )  
 )  
 FRANK SAMPLE, ) NO: \_\_\_\_\_  
 )  
 )  
 DECEASED )  
 )

**AFFIDAVIT OF HEIRSHIP**

Bedelia Sample ("Affiant"), being first duly sworn on oath, deposes and says as follows:

1. Affiant is the niece of Frank Sample ("Decedent") who died on May 20, 2021.
2. The Decedent married once during his lifetime, to Jane Sample who died on November 1, 2005. The Decedent never entered into a civil union during his lifetime. No children were born to or adopted by the Decedent during his lifetime.
3. The Decedent was born to the marriage of Mark Sample and Melody Sample.
4. Mark Sample died on November 1, 1980, and he married once during his lifetime, to Melody Sample. Melody Sample died on July 1, 1985, and she married once during her lifetime, to Mark Sample. Neither Mark Sample nor Melody Sample entered into a civil union during their lifetimes. Six children were born to Mark Sample and Melody Sample during their marriage, namely: Albert Sample, Brian Sample, Chelsea Generic, Diane Sample, Edina Example, and the Decedent. No other children were born to or adopted by Mark Sample or Melody Sample during their lifetimes.
5. **Albert Sample** is living, over 18 and mentally competent.
6. Brian Sample died on July 1, 2002, and he married twice during his lifetime, first to Bridget Sample, and later to Brienne Sample. Brian Sample did not enter into a civil union during his lifetime. Four children were born to Brian Sample and Bridget Sample during their marriage, namely: **Beatrice Fragment**, **Bella Sample**, **Bethany Sample**, and **Bertha Cross-Section**, who are all living, over 18 and mentally competent. Three children were born to Brian Sample and Brienne Sample during their marriage, namely: **Benjamin Sample**, **Buford Sample**, and **Bedelia Sample**, who are all living, over 18 and mentally competent. No other children were born to or adopted by Brian Sample during his lifetime.

7. Chelsea Generic died in March 2005, and she married once during her lifetime, to Charles Generic. Chelsea Generic did not enter into a civil union during her lifetime. Two children were born to Chelsea Generic and Charles Generic during their marriage, namely:

- a. **Connor Generic**, who is living, over 18 and mentally competent, and
- b. Candace Acme, who died in 2010, and who married once during her lifetime to Paul Acme, but they divorced in 2008. Candace Acme never entered into a civil union. Two children were born to Candace Acme and Paul Acme during their marriage, namely, **Charlotte Acme** and **Charles Acme**, who are both living, over 18 and mentally competent. No other children were born to or adopted by Candace Acme during her lifetime.
- c. No other children were born to or adopted by Chelsea Generic.

8. Diane Sample died on October 21, 1985. She never married during his lifetime, and she never entered into a civil union during his lifetime. No children were born to or adopted by Diane Sample during her lifetime.

9. Edina Example died on October 1, 2019, and she married twice during her lifetime. Edina Example never entered into a civil union.

- a. Edina Example first married Ethan Example, and that marriage ended in divorce. Two children were born to Edina Example first and Ethan Example during their marriage, namely:
  - i. **Elise Example**, who is living, over 18 and mentally competent, and
  - ii. Elvin Example, who died in 2010. Elvin Example married once during his lifetime to Elizabeth Example. Elvin Example never ever entered into a civil union. Two children were born to Elvin Example and Elizabeth Example during their marriage, namely, **Edward Example** and **Enid Example**, who are both living, over 18 and are mentally competent. No other children were born to or adopted by Elvin Example during his lifetime.
- b. Edina Example subsequently married Eduardo Ejemplo. No children were born to or adopted by either of them during their marriage.
- c. No other children were born to or adopted by Edina Example during her lifetime.

10. Therefore, at his death, the Decedent left as his only heirs at law:
  - a. his brother, Albert Sample,
  - b. through his brother, Brian Sample:
    - i. his niece, Beatrice Fragment,
    - ii. his niece, Bella Sample,
    - iii. his niece, Bethany Sample,
    - iv. his niece, Bertha Cross-Section,
    - v. his nephew, Benjamin Sample,
    - vi. his nephew, Buford Sample,
    - vii. his niece, Bedelia Sample,
  - c. through his sister, Chelsea Generic:
    - i. his nephew, Connor Generic,
    - ii. his great-niece, Charlotte Acme,
    - iii. his great-nephew, Charles Acme.
  - d. through his sister, Edina Example:
    - i. his niece, Elise Example,
    - ii. his great-nephew, Edward Example,
    - iii. his great-niece, Enid Example.

Further Affiant sayeth not.

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Bedelia Sample, Affiant

SUBSCRIBED AND SWORN to before me

this \_\_\_\_ day of \_\_\_\_\_, 2021.

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Notary Public

Attorney No. XXXXX  
You Attorney, Esq.  
Your Law Firm, P.C.  
Attorneys for Guardian  
Your Firm's Address  
Your Firm's Address  
(312) XXX-XXXX; [you@yourlawfirm.com](mailto:you@yourlawfirm.com)



IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
COUNTY DEPARTMENT – PROBATE DIVISION

Estate of:                    )  
                                      )  
John Doe,                    )     No.  
                                      )  
Deceased.                    )

**SAMPLE –**  
**AFFIDAVIT OF HEIRSHIP**

Jane Doe, being duly sworn on oath, states:

1. That she is the surviving spouse of John Doe, decedent herein, and is of legal age.
2. That the said decedent died on \_\_\_\_\_, 2010 and at the time of his death was a resident of Chicago, Illinois.
3. That John Doe was married once and only once to Jane Doe.
4. That no children were born or adopted as a result of this marriage.
5. John Doe did not have or adopt any other children.

Based on the foregoing, the decedent left surviving as his heirs, the following, Jane Doe.

\_\_\_\_\_  
Jane Doe

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

**SAMPLE-**  
**ORDER OF HEIRSHIP**

Jane Doe, spouse

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
COUNTY DEPARTMENT - PROBATE DIVISION

Estate of:                    )  
                                  )  
John Doe,                    )     No.  
                                  )  
Deceased.                    )

**SAMPLE-**  
**AFFIDAVIT OF HEIRSHIP**

Mary Doe, being duly sworn on oath, states:

1. That she is the sister of John Doe, decedent herein, is of legal age and resides at Chicago, Illinois.
2. That the said decedent died on \_\_\_\_\_, 2010 and at the time of his death was a resident of Chicago, Illinois.
3. That John Doe was never married and never had or adopted any children.
4. That Joseph Doe, the father of the decedent, was married only once and then to Joan Doe, who was married only once and then to Joseph Doe. Both Joseph and Joan Doe predeceased John Doe.
5. That as a result of the marriage there were three children born and none adopted, namely:
  - a. John Doe, decedent,
  - b. Mary Doe, a sister, living, of legal age and competent and
  - c. Jack Doe, a brother who predeceased the decedent, was married only once and then to Mary Ann Doe and there were two children born of the marriage, namely:

1. Henry Doe, a nephew, living, of legal age and competent and
2. Susan Doe, a niece, living, of legal age and competent.

Jack Doe did not have or adopt any other children.

6. That Joseph Doe and Joan Doe did not have or adopt any other children.

Based on the foregoing, the decedent left surviving as his heirs, the following, Mary Doe, Henry Doe, and Susan Doe.

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Mary Doe

Subscribed and sworn to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

---

Notary Public

**SAMPLE-**  
**ORDER OF HEIRSHIP**

Mary Doe, Sister

Henry Doe, Nephew

Susan Doe, Niece

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS  
COUNTY DEPARTMENT – PROBATE DIVISION

Estate of:                     )  
  )  
John Doe,                     )     No.  
  )  
Deceased.                    )

**SAMPLE-**  
**AFFIDAVIT OF HEIRSHIP**

Henry Doe, being duly sworn on oath, states:

1. That he is an uncle of John Doe, decedent herein, on the paternal side, is of legal age and resides at Chicago, Illinois.
2. That the said decedent died on \_\_\_\_\_, 2010 and at the time of his death was a resident of Chicago, Illinois.
3. That John Doe was married only once and then to Jane Doe, who predeceased the decedent. That of said marriage three children born and none adopted, namely:
  - a. Joseph Doe, who died in infancy,
  - b. Jack Doe, who died under the age of ten and
  - c. John Doe, Jr., who predeceased the decedent, was married only once and then to Kathy Doe, that said marriage only one child was born and none adopted, namely:
    1. James Doe, who predeceased the decedent, was never married and never had or adopted any children.

John Doe, Jr., never had or adopted any other children.

John Doe, decedent and Jane Doe did not have or adopt any other children.

4. That Richard Doe, the father of the decedent was married to Jean Smith Doe, the mother of decedent, that they were married only once and then to each other, both predeceased the decedent, that of said marriage two children were born and none adopted, namely:
  - a. John Doe, the decedent herein, and
  - b. Mary Doe, who predeceased the decedent, was never married and never had or adopted any children.

That Richard Doe and Jean Doe did not have or adopt any other children.

5. That Jerry Doe, the paternal grandfather, predeceased the decedent, was married twice, the first time to Alice Doe, the paternal grandmother, who predeceased the decedent, that there were three children born of said marriage and none adopted, namely:
  - a. Richard Doe, the father of the decedent,
  - b. Sally Doe, who predeceased the decedent, was never married and never had or adopted any children and
  - c. Henry Doe, who is living, of legal age and competent.

That Jerry Doe and Alice Doe did not have or adopt any other children.

That Jerry Doe, the paternal grandfather, was married a second time to Betty Doe and no children were born or adopted as a result of the marriage.

6. That Edward Smith, the maternal grandfather, predeceased the decedent, was married only once and then to Susan Smith, the maternal grandmother, who predeceased the decedent. That there were two children born of the marriage and none adopted, namely:
  - a. Jean Smith Doe, the mother of the decedent and
  - b. Glenn Smith, who predeceased the decedent, was married only once and then to Maria Smith, that of said marriage two children were born and none adopted, namely:

1. Patrick Smith, who is living, of legal age and competent and
2. Thomas Smith, who is living, of legal age and competent.

That the said Glenn Smith did not have or adopt any other children.

That Edward Smith and Susan Smith did not have or adopt any other children.

Based on the foregoing, the decedent left surviving as his heirs, the following, Henry Doe, Patrick Smith & James Smith.

---

Henry Doe

Subscribed and sworn to before me

this \_\_\_ day of \_\_\_\_\_, 20\_\_.

---

Notary Public



**SAMPLE-**  
**ORDER OF HEIRSHIP**

Henry Doe, Uncle

Patrick Smith, Cousin

Thomas Smith, Cousin

**STANDING ORDER**  
Calendar 14 – Mediation/Pretrial  
*Effective March 2021*

Daniel Malone, Acting Presiding Judge  
Room 1803, Daley Center  
50 W. Washington St.  
Chicago, IL 60602  
Telephone: (312) 603-7546  
Telephone: (321) 603-7545  
Fax: (312) 603-6721  
Email: [Daniel.malone@cookcountyil.gov](mailto:Daniel.malone@cookcountyil.gov)

**I. Purpose**

a. In an effort to provide an expeditious and cost saving alternative to litigation, the Probate Division is offering two types of mediation: a mediation pursuant to Circuit Court of Cook County Rule 24 conducted by a private mediator with Court oversight; and a mediation done on Calendar 14 by Judge Malone. The procedures for Rule 24 mediations will not change and will remain in effect.

b. Calendar 14 is the Probate Division's mediation/pretrial calendar. Mediation and pretrial settlement conferences are held by appointment and only upon agreement by all parties. Any judge may order the following matters pending in Probate to mediation by entering a Transfer Order: (1) Decedents Estates; (2) Minor Guardianship; and (3) Adult Guardianship after a finding of adjudication has been entered.

c. Calendar 14 gives the parties an opportunity to settle their case without prolonged litigation. Accordingly, it is important for attorneys to inform their clients as to the purpose and goal of mediation or pretrial. This discussion can include the cost benefits and time saved by mediation as opposed to a trial.

i. To facilitate mediation or pretrial, the Parties should complete discovery needed to have a meaningful session before they request mediation. Parties shall also have all pertinent documents and information available at the mediation.

ii. All parties in interest must participate in good faith. Until court reopens, their appearance is required via Zoom or telephone with authority to settle.

d. Mediations shall be conducted in accordance with Illinois Uniform Mediation Act the "Mediation Act"). See generally 710 ILCS 35/1 *et seq.* Parties should review the Mediation Act prior to the session to ensure they understand the confidentiality of the proceedings, the exceptions to confidentiality, and the admissibility of disclosures during a mediation.

i. To ensure that the session(s) remain confidential, all parties are prohibited from recording the session in any medium. Court reporters are also barred from participating in the mediation or pretrial.

## **II. Mediation Procedures**

a. Mediation conferences are held by appointment and only upon agreement of all parties. Cases can be sent to Calendar 14 for mediation on the court's own motion, by stipulation, or by motion of one of the parties using a Transfer Order from the original Calendar to Calendar 14.

b. Once the case is properly transferred to Calendar 14, Judge Malone or his assistant will contact the attorney(s) listed on the Transfer Order to schedule an initial conference.

c. The initial conference shall consist only of attorneys. Parties will **not** attend the initial conference unless the party is a self-represented litigant. The initial conference shall take place at 10:00 AM or at 2:00 PM. At the conclusion of the initial conference, one of the parties shall prepare an order setting a mediation date.

d. Both attorneys and clients shall attend the mediation and may join Zoom together or on separate screens.

i. A session may be scheduled for an afternoon or a whole day. Mediations scheduled in the afternoon will be from 2:00 PM to 4:30 PM. Sessions scheduled for a whole day will be from approximately 10:00 AM to 12:00 PM and 2:00 PM to 4:30 PM.

e. Depending on the outcome of the mediation or pretrial, Judge Malone may instruct the attorneys to prepare an order as follows: (1) schedule another mediation; (2) transfer the case back to the original Calendar judge; or (3) draft a settlement agreement and a discharge order.

## **III. Courtesy Copies**

a. The court approved mediation memorandum form shall include a recitation of the: (1) facts and procedural history; (2) legal issues pending; (3) a brief argument in support of the parties' legal position; and (4) a recommended compromise. The memorandum shall **not** be E-filed.

b. Any other documents that the parties intend to use during the mediation shall be attached as exhibits to the memorandum. If the mediation memorandum and attached exhibits do not exceed 25 pages, the document may be emailed to Judge Malone at [Daniel.malone@cookcountyil.gov](mailto:Daniel.malone@cookcountyil.gov) at least 5 days in advance of the scheduled mediation.

c. If the memorandum form and exhibits exceed 25 pages, the parties shall deliver courtesy copies of the memorandum form and exhibits to all parties and the Court at least (5) business days in advance of the scheduled mediation.

d. Courtesy copies to the Court shall be sent by mail, federal express, or hand delivered to the 18<sup>th</sup> floor of the Daley Center.

i. The postage shall be labeled as follows:

Judge Daniel Malone  
Probate Division, Calendar 14  
50 W. Washington St., Room 1803  
Chicago, IL 60602

#### **IV. Pretrial Procedures**

a. Pretrial settlement conferences are held by appointment and only upon agreement by all parties. Conferences should be scheduled by contacting Judge Malone's assistant, Joseph Fleming at (312) 603-7546. Counsel should be prepared to provide several dates upon which the parties are available to facilitate the scheduling process. No later than five (5) days prior to the conference, the parties must submit to the Court via email: [Daniel.malone@cookcountyil.gov](mailto:Daniel.malone@cookcountyil.gov) unless exhibits exceed 25 pages. Any exhibits in excess of 25 pages shall be hand delivered no later than 5 days or mailed to Judge Malone via FedEx or UPS at the Daley Center, Room 1803 Chicago, IL, 60602, with copies to all other parties, a Court approved Pretrial Memorandum form including the issues in dispute (legal and factual), the bases for relief sought, recommendations for compromise on all issues, and the status of settlement negotiations. The memorandum form should also include any information and exhibits that the parties, after consultation and agreement, believe would assist the Court in resolving the matter.

#### **V. Accessing the Zoom Meeting**

e. Due to COVID-19, Judge Malone will utilize an individual Zoom Account through which he will conduct mediations and pretrials for Calendar 14.

f. The meeting ID will remain the same for Calendar 14 on each day. The meeting ID for Calendar 14 is as follows:

<u>Calendar</u>	<u>Judge Name</u>	<u>Zoom Meeting ID</u>	<u>Meeting Password</u>	<u>Zoom Link</u>
Calendar 14	Daniel B. Malone	824-9860-4014	935124	<a href="#">Click here</a>

g. Participants will not be allowed to enter the meeting until the Host joins the meeting. The Host may be Judge Malone, a Probate Division staff member, or an extern. Participants can join the meeting (call) 15 minutes prior to the beginning of the court call.

h. The Zoom meeting can be accessed by computer, smartphone, or telephone:

i. To join the meeting by computer, go to [www.zoom.us](http://www.zoom.us). At the top of the screen, click "Join a Meeting". In the pop-up box that appears, enter the meeting ID number. Click Join. After clicking Join, you will be prompted to enter the meeting Password. After entering the meeting password, you will join the meeting.

i. To join the meeting by smartphone application (app), search for "zoom.us" in your smartphone's app store. From the search results, download and open the app entitled "ZOOM Cloud Meetings". Accept the Terms and Conditions. Tap the blue button entitled "Join a Meeting". Enter the meeting ID number, the session ID number, and click Join. After clicking Join, you will be prompted to enter the Password. After entering the meeting password, you will join the meeting

ii. To join the meeting via telephone, dial (312) 626-6799 and enter the meeting ID number. You will then be asked for the password, which you should enter and press pound (#). Finally, you will be asked for the "session ID number". There is no session ID number, so simply press pound (#). Upon pressing pound (#), you will be allowed into the meeting.

i. Upon joining, participants will be placed in the "Waiting Room" and will remain there until they are checked in by the Host or the Co-Host.

j. After the meeting one of the parties must submit an order to Judge Malone via email at [Daniel.malone@cookcountyl.gov](mailto:Daniel.malone@cookcountyl.gov)

## VI. Questions or concerns

a. If you have any problems accessing the Mediation or Pretrial within 15 minutes of the hearing, send an email to Amanda Tagliarino at [amanda.tagliarino@cookcountyl.gov](mailto:amanda.tagliarino@cookcountyl.gov) and to Joseph Fleming at [joseph.fleming@cookcountyl.gov](mailto:joseph.fleming@cookcountyl.gov) with "URGENT: Mediation or Pretrial" in the subject line. In the body of the email, include your name, case number, phone number, and the problem you are having. You will be contacted to facilitate your access to the meeting.

b. If attorneys and self-represented litigants have questions regarding the Probate Division or these Instructions, please contact the administrative assistant, Joseph Fleming, at (312) 603-7545 or (312) 603-7546.

3-23-21

Date



Daniel B. Malone  
Acting Presiding Judge  
Probate Division