

SUPPLEMENT TO CVLS ADULT GUARDIANSHIP GAL TRAINING MANUAL (MAY 2022)

COVID-19 PROCEDURES WHILE SERVING AS A COURT-APPOINTED GUARDIAN AD LITEM (GAL) IN COOK COUNTY ADULT GUARDIANSHIP PROCEEDINGS

I. Introduction

For some of us, this new way of litigating, brought on by the necessity of socially distancing, seems like something out of the Jetsons. To new attorneys, it's old hat. No matter your comfort level, we hope this Supplement helps because our guess is that the "new normal" will most likely have some virtual/remote component. Even if it's taking you a while to grow accustomed to it, there are big benefits: parties can participate in proceedings when otherwise they may not because of disability, employment obligations or cost. For attorneys, the use of technology to this extent offers one benefit that we cherish; our travel reduced or eliminated.

The text of this Supplement addressing the Probate Division's Covid-19 Procedures is not exhaustive. You must also read and understand the new rules and procedures contained in the court's General Administrative Orders, Instructions for Probate Division Virtual Hearings and Probate Reference Guide. These documents are attached to this Supplement, but new information is being added regularly and GAO's are often Amended. The latest material can be found at the court's website. Go to <https://www.cookcountycourt.org/ABOUT-THE-COURT/County-Department/Probate-Division> . Finally, please call or email Peter Ashmore pashmore@cvls.org or Lisa Murphy lmurphy@cvls.org if you have any questions.

II. GAL Investigations

Despite modifications to our practice as GAL, your investigation should be complete and thorough. Continued limitations and risk of exposure to the virus should always be considered. Some parties and respondents may be accessible in a socially-distanced manner while others may not. Some individuals present higher risk and may be unable to discuss the case in person. Others may be unwilling. It is important to consider these factors during your investigation and use technology to assist in interviewing individuals and obtaining documents and information.

In the most restrictive case, GALs can conduct their entire investigations remotely. The use of Zoom or FaceTime and other remote audio/video conferencing is indispensable. In most situations a Petitioner, Social Worker or Nurse can facilitate the GAL's interview with Respondent. Notice of Rights can be sent and printed prior to the interview. Nursing Home documents can be emailed or texted.

III. Documents

You must eFile your Report. Although not a product of the pandemic, eFiling is mandatory. If you are unfamiliar with eFiling you should follow the Clerk's instructions. You must register with an Electronic Filing Service Provider, some of which are free. CVLS has more information about eFiling on our website at <https://www.cvls.org/2020/04/21/e-filing/>.

No-Surety and Surety Bonds must be executed and notarized well in advance. CVLS recommends having the Petitioner execute and notarize at their bank or a currency exchange. Otherwise, CVLS has notaries available in our Administrative Office many days of the week. You will need to contact CVLS staff if the Petitioner wishes to come to CVLS for notary services. You should send the judge a copy of the executed and notarized Bond with the other required documents. The executed and notarized Bond must be mailed to the judge or delivered to the 18th floor Dropbox after court. The Order Appointing Guardian for Person With Disability may not be entered before the court receives the Bond.

You should review the original **CCP-211**. The court will consider adjudication of disability and appointment of a guardian using a copy if there is no objection to the adjudication and the attorney affirms they are in possession of the original. Upon the opening of the courts, the original report must be submitted directly to the court.

It is still necessary to file and distribute your **GAL Report**. Plan ahead so you can eFile and deliver courtesy copies to the court and parties prior to the hearing. Courtesy copies and proposed orders must be sent to the judge between two and five days prior to the assigned court date. Please see the Instructions and GAOs for details.

The **Letters of Office** arrive much later. Usually, they are sent to the address on the Order Appointing. If you have used CVLS' address, our staff will forward to the Guardian. If you used the proposed guardian's address they should be sent directly to the guardian. It's a good idea to assist the court in providing the Instructions to Guardians and Annual Report Regarding Ward with a reminder that they are to send in the report on the date stated in the Order Appointing. The Statement of Right to Discharge Guardian or Modify Guardianship Order is sent to the Ward by the County Clerk's office.

IV. Court Appearances

You should have sent courtesy copies two to five days prior to the court date as instructed in the GAOs and Instructions and have a plan to get the Bond to the judge as soon as possible. At this point, you should give some thought to the court hearing.

Virtual Remote Hearings should be treated no differently than in-person hearings. You should dress in court-appropriate attire and have all documents prepared. If you are unfamiliar with Zoom, practice your presentation. You may find that you would benefit from better lighting or background. An extra monitor may come in handy so you can see the judge and participants while dealing with documents.

You should always work on your case assuming that the case will be ready for your GAL Report and entry of the Order Appointing Guardian of Disabled Person on the return date. You should have all the necessary documents prepared before going to court. In cases where the Petitioner is *pro se*, this means preparing documents in addition to your GAL Report. Necessary documents include the following:

- Order Appointing Guardian of a Person with a Disability (CCP-0204 A)
- Oath & Bond - No Surety (CCP-0313) (if Guardianship of Person only)
- Statement of Rights (CCP-0214)

Petitioner should be represented in an estate case, so it should not be necessary to prepare an Oath and Bond with Surety.

Each judge has their own Zoom ID and Password, and these are conveniently compiled in the Reference Guide for Probate Virtual Hearings. In fact, this document, attached to this Supplement, contains all contact information for every judge and includes a hyperlink to the virtual courtroom.

CVLS and some bar organizations have on-demand seminars addressing issues related to Zoom and remote hearings. Please contact CVLS staff if you have any questions relating to Zoom court appearances.

V. Agreed Orders

Agreed Orders may be entered by the judge without the need for the GAL or parties to appear. It is necessary to email the judge between two and five days prior to the court date a proposed Agreed Order Submitted by Electronic Means. The Agreed Order must contain the signature of all counsel of record and unrepresented litigants OR language that satisfies the court that the parties and attorneys entitled to notice have received and affirmatively agree to the order. Your appearance is required UNLESS you receive a stamped copy of your proposed order prior to the court date or you are otherwise instructed that your appearance is excused.

Instructions for Probate Division

Virtual Hearings

Effective October 25, 2021

In light of the 2020 global coronavirus pandemic, in order to protect the health and safety of the general public and the Court's Judges and employees, and in furtherance of the measures set forth in Cook County Circuit Court General Administrative Order No. 2020-02 (amended March 23, 2021), until further notice, cases filed in the Probate Division will be managed pursuant to the following Instructions for virtual hearings.

1. Accessing the Zoom Hearing

a. Each Judge will utilize an individual Zoom Account through which he/she may conduct the daily call.

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

<u>Calendar</u>	<u>Name</u>	<u>Recurring Zoom #</u>	<u>Meeting Password</u>
Calendar 1	Carolyn Quinn	943-1309-9144	598-671
Calendar 2	Carolyn Gallagher	912-1199-9674	559-091
Calendar 7	Daniel Tiernan	937-7172-2336	655-983
Calendar 8	Kent Delgado	973-6333-0421	843-479
Calendar 9	Stephanie Miller	958-0588-9933	871-226
Calendar 10	Aicha MacCarthy	974-8824-5324	574-056
Calendar 11	Terrence McGuire	949-9741-2923	620-250
Calendar 12	Jesse Outlaw	950-4590-0846	383-491
Calendar 13	Daniel Degnan	941-8836-9040	133-720
Calendar 14	Daniel Malone	824-9860-4014	935-124
Calendar 15	Shauna Boliker	987-1163-7423	277-091
Calendar 16	Susan Kennedy-Sullivan	982-6205-3371	328-621
Calendar 25	James Murphy	989-0553-5582	887-675
Calendar 29	Amea Alonso	824-3528-9640	688-249

c. Participants will not be allowed to enter the meeting until the Host joins the meeting. The Host may be the Judge, a Probate Division staff member, or an extern. Participants can join the meeting (call) 30 minutes prior to the beginning of the court call.

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

i. To join the meeting by computer, go to 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.

ii. 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

iii. 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.

e. 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.

i. During check-in, participants should be ready to provide the participant’s name, case name, case number, and names of the other expected participants in that hearing.

ii. If there are other participants in the hearing (e.g. other attorneys, witnesses, clients, etc.), the Court will not call the case until all participants are in the Waiting Room.

iii. Following check-in, participants will be placed back in the Waiting Room and remain there until the Court is ready for your case.

f. If able, each participant should rename his Zoom name to his full name (e.g. John Doe). If a participant cannot change his name or does not know how to change it, the Host or Co-Host will change it for the participant.

2. Conduct during the Zoom Hearing

a. At the commencement of every hearing, each participant shall identify every person in their presence as well as if/when anyone enters or leaves the room in which the participant is located.

b. All participants shall use their best efforts to be courteous to one another, including but not limited to the following:

- i. Not speak over one another;
- ii. Insure to the best of their ability that they are in camera range at all times;
- iii. Minimize background noise; and
- iv. Silence their phones during the hearing.

c. The Judge retains broad discretion to take appropriate steps for those participants who do not comply with the foregoing, including but not limited to, muting participants, admonishing the participants, and holding a participant in contempt of court.

d. Any person who wishes to speak confidentially with another person during the hearing (e.g. attorney/client) may ask to be placed in the Breakout Room.

e. Pursuant to Illinois Supreme Court Rule 63(a), all parties and persons in attendance are prohibited from making audio or video recordings of any proceeding or taking any photographs of the proceedings.

3. Admonishments

a. The video or audio recording of the proceedings through any device or format (except by the authorized Court Reporter) is strictly prohibited. Failure to comply with this admonishment may result in the imposition of sanctions or in a finding of contempt of court.

b. No communication of any kind is permitted between a witness, including a party, during his/her testimony (from the time the witness takes the stand until the witness is excused) and any other person by any means (e.g. verbally, texts, email, use of private chat functions, etc.)

4. Court Reporters

a. Only a Court Reporter can prepare an official record of a virtual hearing. A Court Reporter can attend the proceeding as a Zoom participant and must be invited by the Host. The Court Reporter is the only person authorized to transcribe the virtual hearing proceeding. Any recording by a party or other person of a virtual hearing without the permission of the Court is prohibited.

b. The Court will provide an Official Court Reporter for Adult Guardianship cases and Orders of Protection hearings. Official Court Reporters will not report Minor Guardianship and Decedent matters unless a party retains an independent Court Reporter.

5. Interpreters

a. Interpreters are available upon request with advance notice. Requests for Spanish and Polish interpreters must be made at least 48 hours in advance of the hearing. Requests for interpreters of languages other than Spanish and Polish must be made at least five (5) business days in advance.

b. American sign language interpreters, certified deaf interpreters, and CART services are available upon request with advanced notice. Requests for these services must be made at least five (5) business days in advance of the hearing.

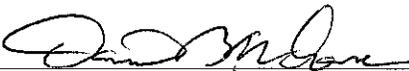
c. To request an interpreter, the requesting party shall email Joseph Fleming (joseph.fleming@cookcountyil.gov) and Amanda Tagliarino (amanda.tagliarino@cookcountyil.gov). The email shall include the case name, case number, court calendar, name of the assigned Judge, and language needed.

d. If the requesting party does not have access to email, he/she may request an interpreter by calling (312) 603-7545 or (312) 603-7546. The voicemail shall include the case name, case number, Court Calendar, name of the assigned Judge, and language needed.

6. Questions or Concerns

a. If you have any problems accessing the meeting within 30 minutes of the hearing, send an email to Amanda Tagliarino at amanda.tagliarino@cookcountyil.gov and Joseph Fleming at joseph.fleming@cookcountyil.gov with "URGENT: Zoom Hearing" 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 do not have access to the Internet or have questions regarding the Probate Division or these Instructions, please contact the administrative assistant at (312) 603-7545 or (312) 603-7546.

Enter:  2012
Daniel B. Malone
Acting Presiding Judge
Probate Division

DATED: October 25, 2021

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

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) No. 2020 P 08
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**AMENDED GENERAL ADMINISTRATIVE ORDER
CONCERNING RESUMING REGULAR CALL VIA REMOTE ACCESS**

This Order is entered in response to the COVID-19 pandemic and in conjunction with Cook County Circuit Court General Administrative Order No. 2020-07 (amended October 19, 2021).

IT IS HEREBY ORDERED THAT:

1. Remote Hearings

a. During the time the Probate Division Judges are working remotely, the following procedures will remain in effect. This General Administrative Order supersedes General Administrative Orders 2020 P 02, 2020 P 03, 2020 P 04, and 2020 P 05. General Administrative 2020 P 06 and 2020 P 07 remain in effect.

b. Beginning June 29, 2020 and until further Order of this Court, the Probate Division will hear regular court calls using audio and Zoom video conferences. All Probate matters will proceed as scheduled on the regular Calendar via remote access. Cases will **not** be heard in the Daley Center without approval from a Probate Judge. **Do not email any documents to the Judge until you obtain a court date from the Clerk's Office.**

c. Attorneys and self-represented litigants seeking to appear on scheduled matters shall appear using Zoom Video Conferencing (Zoom) or if a participant does not have access to the internet, he/she shall be allowed to participate by telephone conference call. Instructions for accessing each individual Calendar are posted on the Court's website at the Circuit Court of Cook County – Probate Division website under the Covid-19 emergency procedures tab. If you do not have adequate access to the internet, you may call the administrative assistant at (312) 603-7545 or (312) 603-7546 for instructions.

d. In the event of a system failure which renders continuing the call impractical, attorneys and self-represented litigants from the cases that were not yet heard that day will be contacted and given a new date.

2. Guardianship Procedures for Matters on the Scheduled Call

a. The petitioning party shall submit proposed orders and courtesy copies for each case appearing on the call **no later than 2 business days but not more than 5 business days prior to the assigned court date**. Submissions shall be emailed directly to the Judge assigned to the Calendar at the email addresses listed below.

i. See paragraph 4 of this Order for further direction regarding courtesy copies and Proposed or Agreed Orders.

b. Agreed Orders

i. In an effort to expedite the call, Guardianship Judges may approve Agreed Orders. If the Agreed Order is approved, the parties need not appear. A copy of the approved Agreed Order will be sent by the Clerk's Office to the submitting party, that party shall notify all parties scheduled to appear that the Agreed Order was approved and appearance on the scheduled date is excused. The Court will **not** consider Agreed Orders for appointment of an adult guardian/adjudication, restoration or any other matters for which appearance is deemed necessary. **Attorneys are encouraged to work together to reach an agreement and submit a proposed agreed order in anticipation of an upcoming court appearance.**

ii. All Agreed Orders shall bear the heading: "AGREED ORDER SUBMITTED BY ELECTRONIC MEANS." All Agreed Orders shall contain, when feasible, the electronic signature of all counsels of record and self-represented litigants in the cause. If not feasible, a statement that all parties and persons entitled to notice have received and affirmatively agreed to the Order shall be submitted.

iii. When submitting a proposed agreed order, your appearance is required unless you receive a stamped copy of your proposed order prior to the court date or you are otherwise instructed that your appearance is excused.

c. Emergency Petitions

i. Petitions for the Appointment of Temporary Guardian and other emergency motions must be E-Filed in accordance with Ill. S. Ct. R. 9 (eff. Jan. 1, 2020) and will be heard as add-ons at the end of the regular call. Upon presentment of a Petition for the Appointment of a Temporary Guardian, the Court may appoint a Guardian ad litem and continue the matter for a short date.

ii. A courtesy copy of the petition or motion shall include a factual basis stating the nature of the emergency and all supporting documents, including but not limited to, any required bond, and Proposed Order shall be submitted to the Judge's email no later than 10:00 AM on the business day preceding presentment.

iii. If, upon presentment in Court, it is determined that the matter presented is not a valid emergency, the movant will be directed to place the matter on the Court's regular motion call.

iv. The subject line of your email containing a courtesy copy for an emergency matter shall state "Request for Emergency Hearing".

d. **Reports of Physician**

i. Due to the circumstances of COVID-19, the Probate Division has found good cause to address the issue surrounding presentation of an original or a copy of a medical report (i.e. CCP-211). The Guardianship Courts will consider adjudication of disability and appointment of a guardian using a copy of the medical report (CCP-211) if the following conditions are met:

1. There is no objection to the adjudication;
2. The attorney on the record affirms possession of the original and where the Court is satisfied with the evidence; and
3. The attorney affirmatively acknowledges on the record that, upon the opening of the Courts, the original medical report will be submitted directly to the Court and placed under seal.

3. **Decedent Procedures for Matters on the Scheduled Call**

a. The petitioning party shall submit proposed orders and courtesy copies for each case appearing on the call **no later than 2 business days but not more than 5 business days prior to the assigned court date**. Submissions shall be emailed directly to the Judge assigned to the Calendar at the email addresses listed below.

i. See paragraph 4 of this Order for further direction regarding courtesy copies and Proposed or Agreed Orders.

b. **Agreed Orders**

i. In an effort to expedite the call, Decedents judges will consider Agreed Orders. If the Agreed Order is approved, the parties need not appear. A copy of the approved agreed order will be sent by a clerk to the submitting party, that party shall notify all parties scheduled to appear that the Agreed Order was approved and appearance on the scheduled date is excused. The Court will not accept as "agreed" orders any order that changes a hearing date on fully briefed motions or trial dates or any other matters for which appearance is deemed necessary. **Attorneys are encouraged to work together to reach an agreement and submit a proposed agreed order in anticipation of an upcoming court appearance.**

ii. The petitioning party shall submit proposed orders and courtesy copies on each case that appears on the call **no later than 2 business days but not more than 5 days prior to the Circuit Court Clerk's scheduled date**. Submissions shall be emailed directly to the judge assigned to the Calendar at the

email addresses listed below. Attorneys shall obtain a scheduled court date from the Clerk's Office prior to any submissions.

iii. All agreed orders shall bear the heading: "AGREED ORDER SUBMITTED BY ELECTRONIC MEANS". All Agreed Orders shall contain, when feasible, the electronic signature of all counsel of record and self-represented litigants in the cause. If not feasible, a statement that all parties and persons entitled to notice have received and affirmatively agreed to the order shall be submitted by the presenting attorney.

iv. When submitting a proposed agreed order, your appearance is required unless you receive a stamped copy of your proposed order prior to the court date or you are otherwise instructed that your appearance is excused.

c. Emergency Petitions

i. Matters determined to require emergency scheduling will be heard as add-ons in decedent courtrooms after 11:00 AM. Litigants are required to E-File all emergency motions in accordance with Ill. S. Ct. R. 9 (eff. Jan. 1, 2020).

ii. A courtesy copy of the petition or motion shall include a factual basis stating the nature of the emergency and all supporting documents, including but not limited to, any required bond, and proposed orders shall be submitted to the Judge's email address no later than 10:00 AM on the business day preceding presentment.

iii. If, upon presentment in Court, it is determined that the matter presented is not a valid emergency, the movant will be directed to place the matter on the Court's regular motion call.

iv. The subject line of your email containing a courtesy copy for an emergency matter shall state "Request for Emergency Hearing".

d. Petitions to Open and Close

i. Petitions for opening estates shall include the following documents:

1. Petition for Letters including an accurate Exhibit A;
2. Copy of Will if applicable;
3. Affidavit of Heirship;
4. Notice or Waivers of notice from all heirs equally entitled to nominate or with preference to nominate, with a known last address in the case of intestate estates.
5. Fully executed and notarized Oath of office and Bond (not E-filed). Estate counsel shall bring the embossed bond to the clerk of the court in the courtroom at the next scheduled date after court reopens.

6. Proposed order Declaring Heirship (not e-filed);
7. Proposed order Admitting Will and Appointing Representative of Decedents Estate (not E-filed); and
8. Designation of Resident Agent shall be indicated if the proposed representative resides out of state.

ii. Motions to close estates shall include the following documents:

1. Copy of the Petition for Letters including exhibit A;
2. Copy of the previously admitted Last Will, if any, and the date of admission;
3. Copy of previously entered Order Declaring Heirship and any Amended Orders Declaring Heirship;
4. Copy of previously entered Order Appointing Representative or Successor Representative;
5. Copy of the fourteen-day certificate of notice to heirs and legatees (E-filed) or waivers of notice (E-filed);
6. Copies of receipts and approval on closing of decedent's estate in independent administration from all heirs/legatees or proof of 42-day notice (E-filed).
7. Copy of Proof of Publication, if applicable (E-filed);
8. Copy of Final Report of Independent Representative (E-Filed); and
9. Proposed Order of Discharge.

4. Courtesy Copies and Proposed Orders

a. All courtesy copies and Proposed Orders shall be emailed to the individual Calendar Judges in one email per case **no more than 5 and no less than 2 days in advance of the assigned court date**. Multiple emails regarding the same case will not be accepted.

b. Courtesy copies exceeding 25 pages must be sent by regular mail or hand delivered to the Daley Center at least seven (7) days in advance of the hearing unless otherwise allowed by the Judge in his/her individual Standing Order. In the email, the party shall notify the Judge that courtesy copies were sent to the Daley Center, provide the delivery date, the method of delivery and the tracking number for the package if applicable.

i. The postage shall be labeled as follows:

Daley Center
 Probate Division, Calendar ##
 ATTN: Judge [First name, Last name]
 50 W. Washington St., Room 18##
 Chicago, IL 60602

c. The subject line of the email to the individual Calendar Judge shall include the date of the hearing followed by the case name and case number (e.g. July 22, 2020: Estate of Doe, 20 P 0000).

d. All courtesy copies and Proposed or Agreed Orders shall be emailed in PDF format. All Proposed or Agreed Orders shall contain a valid email address of a person who can receive and distribute the stamped Order. **Your failure to provide an email address for receipt of the Order will result in a delay.**

e. Courtesy copies and proposed orders shall be emailed as follows:

Calendar 1: Judge Quinn, carolyn.quinn@cookcountyil.gov (also see Calendar 1 Standing Order for additional information)

Calendar 2: Judge Gallagher, carolyn.gallagher@cookcountyil.gov

Calendar 7: Judge Tiernan, daniel.tiernan2@cookcountyil.gov

Calendar 8: Judge Delgado, kent.delgado@cookcountyil.gov

Calendar 9: Judge Miller, stephanie.miller@cookcountyil.gov

Calendar 10: Judge MacCarthy, aicha.maccarthy@cookcountyil.gov

Calendar 11: Judge McGuire, terrence.mcguire@cookcountyil.gov

Calendar 12: Judge Outlaw, jesse.outlaw@cookcountyil.gov

Calendar 13: Judge Degnan, daniel.degnan@cookcountyil.gov

Calendar 14: Judge Malone, daniel.malone@cookcountyil.gov

Calendar 15: Judge Boliker, shauna.boliker@cookcountyil.gov

Calendar 16: Judge Kennedy-Sullivan, susan.kennedy-sullivan@cookcountyil.gov

Calendar 25: Judge Murphy, james.murphy2@cookcountyil.gov

Calendar 29: Judge Alonso, amee.alonso@cookcountyil.gov

f. Judges' email addresses are solely for receiving proposed orders and courtesy copies. **No reply e-mails will be generated from the Judges' email accounts, nor will Judges answer any questions raised in emails.** Failure to comply may result in a delay or the striking of your case from the court call.

g. Parties shall not send a group of documents as one PDF. Specifically, proposed orders sent via email shall be a separate document from the others.

h. If you submit an order **after** the hearing, orders bearing your email address **shall** be sent to the following emails and as otherwise directed by the Judge:

Calendar 1: Judge Quinn, carolyn.quinn@cookcountyil.gov

Calendar 2: Judge Gallagher, Probatecrt1807orders@cookcountycourt.com

Calendar 7: Judge Tiernan, Probatecrt1803orders@cookcountycourt.com

Calendar 8: Judge Delgado, probatecrt1802orders@cookcountycourt.com

Calendar 9: Judge Miller, stephanie.miller@cookcountyil.gov

Calendar 10: Judge MacCarthy, aicha.maccarthy@cookcountyil.gov

Calendar 11: Judge McGuire, terrence.mcguire@cookcountyil.gov

Calendar 12: Judge Outlaw, jesse.outlaw@cookcountyil.gov

Calendar 13: Judge Degnan, daniel.degnan@cookcountyil.gov

Calendar 14: Judge Malone, Daniel.malone@cookcountyl.gov
Calendar 15: Judge Boliker, shauna.boliker@cookcountyl.gov
Calendar 16: Judge Kennedy-Sullivan, susan.kennedy-sullivan@cookcountyl.gov
Calendar 25: Judge Murphy, james.murphy2@cookcountyl.gov
Calendar 29: Judge Alonso, amee.alonso@cookcountyl.gov

5. Notice to Parties and Interested Persons

a. Notice must be given in accordance with the Illinois Supreme Court Rules, Circuit Court Rules, and the Probate Act to all parties and interested persons (as defined in the Probate Act) and any other person entitled thereto.

b. A copy of the Probate Division Instructions for the Virtual Hearings shall be included in all Notices. The Instructions can be found at the Circuit Court of Cook County – Probate Division website under the COVID-19 emergency procedures tab.

c. All notices shall include the following language:

On _____ at ____:____ AM/PM, or as soon thereafter as counsel may be heard, I shall appear before Judge _____ by Zoom video-conference, and present the attached motion.

If you do not have access to the internet, you may call the administrative assistant at (312) 603-7545 or (312) 603-7546 for information.

6. Conduct During the Zoom Hearing

a. The Instructions for the Probate Division's Virtual Hearings are posted at the Circuit Court of Cook County – Probate Division website under the COVID-19 emergency procedures tab. The Instructions include directions on the participant's course of conduct during the hearing and are adopted in full into this General Order by reference and are otherwise fully enforceable by the Court as if they were enumerated in this General Order.

7. Receiving Stamped Orders

a. Following the hearing, the Judge's signed Order will be forwarded to the Clerk of the Court. A stamped copy of the Order will be sent to the attorney's email address listed on the Order by the Clerk of the Court. For this reason, all Orders shall contain an attorney or self-represented litigant's email address.

b. Due to the pandemic, it will take longer than usual to receive a stamped Order. If you do not receive the Order after two (2) business days, contact the Courtroom Clerks as follows:

Calendar 1: Judge Quinn, Probatecert1814Borders@cookcountycourt.com
Calendar 2: Judge Gallagher, Probatecert1807orders@cookcountycourt.com
Calendar 7: Judge Tiernan, Probatecert1803orders@cookcountycourt.com
Calendar 8: Judge Delgado, Probatecert1802orders@cookcountycourt.com
Calendar 9: Judge Miller, Probatecert1806orders@cookcountycourt.com
Calendar 10: Judge MacCarthy, Probatecert1810orders@cookcountycourt.com
Calendar 11: Judge McGuire, Probatecert1814Aorders@cookcountycourt.com
Calendar 12: Judge Outlaw, Probatecert1812orders@cookcountycourt.com
Calendar 13: Judge Degnan, Probatecert1809orders@cookcountycourt.com
Calendar 14: Judge Malone, Probatecert1803orders@cookcountycourt.com
Calendar 15: Judge Boliker, Probatecert1804orders@cookcountycourt.com
Calendar 16: Judge Kennedy-Sullivan, Probatecert1811orders@cookcountycourt.com
Calendar 25: Judge Murphy, Probatecert1801orders@cookcountycourt.com
Calendar 29: Judge Alonso, [contact the Clerk for the Calendar your case is assigned to]

c. If you do not receive the Order within two (2) days after emailing the Courtroom Clerk, contact the Court Clerk Manager Robert Jones (rmjones@cookcountycourt.com), the Assistant Chief Deputy Clerk Talitha Miller (tzmillier@cookcountycourt.com), and the Chief Deputy Clerk Carol Fallon (cfallon@cookcountycourt.com). Additionally, you may email probatedivservices@cookcountycourt.com.

d. The party who receives the stamped Order from the Clerk's Office shall email a copy of the Order to all counsel of record, self-represented litigants and any other person entitled to notice as additional recipients on the email within 48 hours of receipt thereof.

8. Questions or Concerns

a. This Order shall be published in the Chicago Daily Law Bulletin and at <http://www.cookcountycourt.org/ABOUTTHECOURT/CountyDepartment/ProbateDivision.aspx> to inform litigants and attorneys about these procedures. If attorneys or self-represented litigants do not have access to the Internet or have questions regarding the Probate Division or this General Order, contact the administrative assistant at (312) 603-7545 or (312) 603-7546.

Enter:  2012
Daniel B. Malone
Acting Presiding Judge
Probate Division

DATED: October 25, 2021

Reference Guide for Probate Division

Virtual Hearings

Effective October 25, 2021

This document is a reference guide to important contact and Zoom information related to the Circuit Court of Cook County – Probate Division Virtual Hearings, pursuant to [GAO 2020 P 08](#) and the [Instructions for the Probate Division Virtual Hearings](#). Attorneys and self-represented litigants should be aware that this guide is not a replacement of GAO 2020 P 08 or the Instructions. Rather, it is instead a supplement to make the administration of the Virtual Hearings easier.

CAL	Room	Contact and Zoom Information	
01	1814	Judge Carolyn Quinn Courtesy Copies Email: carolyn.quinn@cookcountyil.gov Proposed Orders After Hearing: carolyn.quinn@cookcountyil.gov Stamped Order Inquiry: Probatecr1814Borders@cookcountycourt.com Zoom ID: 943-1309-9144 Zoom Link: Click here	Phone: (312) 603-7546 Zoom Password: 598671
02	1807	Judge Carolyn J. Gallagher Courtesy Copies Email: carolyn.gallagher@cookcountyil.gov Proposed Orders After Hearing: Probatecr1807orders@cookcountycourt.com Stamped Order Inquiry: Probatecr1807orders@cookcountycourt.com Zoom ID: 912-1199-9674 Zoom Link: Click here	Phone: (312) 603-5943 Zoom Password: 559091
07	1803	Judge Daniel O. Tiernan Courtesy Copies Email: daniel.tiernan2@cookcountyil.gov Proposed Orders After Hearing: probatecr1803orders@cookcountycourt.com Stamped Order Inquiry: probatecr1803orders@cookcountycourt.com Zoom ID: 937-7172-2336 Zoom Link: Click here	Phone: (312) 603-5943 Zoom Password: 655983
08	1802	Judge Kent A. Delgado Courtesy Copies Email: kent.delgado@cookcountyil.gov Proposed Orders After Hearing: Probatecr1802orders@cookcountycourt.com Stamped Order Inquiry: Probatecr1802orders@cookcountycourt.com Zoom ID: 973-6333-0421 Zoom Link: Click here	Phone: (312) 603-7545 Zoom Password: 843479
09	1806	Judge Stephanie K. Miller Courtesy Copies Email: stephanie.miller@cookcountyil.gov Proposed Orders After Hearing: stephanie.miller@cookcountyil.gov Stamped Order Inquiry: Probatecr1806orders@cookcountycourt.com Zoom ID: 958-0588-9933 Zoom Link: Click here	Phone: (312) 603-5943 Zoom Password: 871226
10	1810	Judge Aicha M. MacCarthy Courtesy Copies Email: aicha.maccarthy@cookcountyil.gov Proposed Orders After Hearing: aicha.maccarthy@cookcountyil.gov Stamped Order Inquiry: Probatecr1810orders@cookcountycourt.com Zoom ID: 974-8824-5324 Zoom Link: Click here	Phone: (312) 603-5943 Zoom Password: 574056

11	1814	Judge Terrence J. McGuire Phone: (312) 603-7545 Courtesy Copies Email: terrence.mcguire@cookcountyil.gov Proposed Orders After Hearing: terrence.mcguire@cookcountyil.gov Stamped Order Inquiry: Probatecert1814Aorders@cookcountycourt.com Zoom ID: 949-9741-2923 Zoom Password: 620250 Zoom Link: Click here
12	1812	Judge Jesse Outlaw Phone: (312) 603-5943 Courtesy Copies Email: jesse.outlaw@cookcountyil.gov Proposed Orders After Hearing: jesse.outlaw@cookcountyil.gov Stamped Order Inquiry: Probatecert1812orders@cookcountycourt.com Zoom ID: 950-4590-0846 Zoom Password: 383491 Zoom Link: Click here
13	1809	Judge Daniel R. Degnan Phone: (312) 603-5943 Courtesy Copies Email: daniel.degnan@cookcountyil.gov Proposed Orders After Hearing: daniel.degnan@cookcountyil.gov Stamped Order Inquiry: Probatecert1809orders@cookcountycourt.com Zoom ID: 941-8836-9040 Zoom Password: 133720 Zoom Link: Click here
14	1803A	Judge Daniel Malone Phone: (312) 603-7546 Courtesy Copies Email: Daniel.malone@cookcountyil.gov Proposed Orders After Hearing: Daniel.malone@cookcountyil.gov Stamped Order Inquiry: Probatecert1803orders@cookcountycourt.com Zoom ID: 824-9860-4014 Zoom Password: 935-124 Zoom Link: Click here
15	1804	Judge Shauna L. Boliker Phone: (312) 603-5943 Courtesy Copies Email: shauna.boliker@cookcountyil.gov Proposed Orders After Hearing: shauna.boliker@cookcountyil.gov Stamped Order Inquiry: Probatecert1804orders@cookcountycourt.com Zoom ID: 987-1163-7423 Zoom Password: 277091 Zoom Link: Click here
16	1811	Judge Susan Kennedy-Sullivan Phone: (312) 603-5943 Courtesy Copies Email: susan.kennedy-sullivan@cookcountyil.gov Proposed Orders After Hearing: susan.kennedy-sullivan@cookcountyil.gov Stamped Order Inquiry: Probatecert1811orders@cookcountycourt.com Zoom ID: 982-6205-3371 Zoom Password: 328621 Zoom Link: Click here
25	1801	Judge James Patrick Murphy Phone: (312) 603-7545 Courtesy Copies Email: james.murphy2@cookcountyil.gov Proposed Orders After Hearing: james.murphy2@cookcountyil.gov Stamped Order Inquiry: Probatecert1801orders@cookcountycourt.com Zoom ID: 989-0553-5582 Zoom Password: 887675 Zoom Link: Click here

29	1814A	Judge Amee Elizabeth Alonso Courtesy Copies Email: amee.alonso@cookcountyiil.gov Proposed Orders After Hearing: amee.alonso@cookcountyiil.gov Stamped Order Inquiry: [contact the Clerk for the Calendar your case is assigned to] Zoom ID: 824-3528-9640 Zoom Password: 688249 Zoom Link: Click here	Phone: (312) 603-5943
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Clerk Contact information

Carol Fallon, Chief Deputy Clerk	cmfallon@cookcountycourt.com
Talitha Miller, Assistant Chief Deputy	tzmiller@cookcountycourt.com
Robert Jones, Court Clerk Manager	rmjones@cookcountycourt.com
General Probate Questions	probatedivservices@cookcountycourt.com
Letters of Office	kspatel@cookcountycourt.com
E-File Helpdesk	dwilliamson@cookcountycourt.com or efilehelp@cookcountycourt.com (312) 603-3784 (312) 603-2591
Issues related to wills	kspatel@cookcountycourt.com
Fee waivers (298 fee petitions)	dwilliamson@cookcountycourt.com
Filing issues	rmjones@cookcountycourt.com

Enter:  2/12

Daniel B. Malone
Acting Presiding Judge
Probate Division

DATED: October 25, 2021