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UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF ILLINOIS

Honorable Rubén Castillo, Chief Judge | Thomas G. Bruton, Clerk of Court

[Home \(default.aspx\)](#) / [Judge Information \(judge-info.aspx\)](#)

Judge Sara L. Ellis

Courtroom: 1403 | Chambers: 1486 | Telephone #: (312) 435-5560 | Fax No.: (312) 554-8545

! Notice

Please note that the Court's civil status and motion schedule has changed:

Civil status hearings will remain at 9:30 a.m. on Tuesday and Wednesday and at 1:30 p.m. on Thursday.

Civil motions will now be heard at 9:45 a.m. on Tuesday and Wednesday and at 1:45 p.m. on Thursday.

Please note that this Court's procedures for discovery and summary judgment motions depart from the Local Rules. Please see the case management procedures for Discovery Motions and Summary Judgment Practice for further information.

! Important Information

This page and the linked pages set forth Judge Ellis' case management procedures and policies, which are intended to facilitate the prompt, efficient, and equitable disposition of cases on her docket. Please familiarize yourself with these materials. The success of this court's procedures depends on your willingness to familiarize yourself with these materials and to act accordingly. Counsel will be expected to fully explain to the court any failure to comply with the court's procedures.

[Case Procedures](#)

[Calendar Schedule](#)

[Motion Schedule](#)

Procedures to be followed in cases assigned to Judge Sara L. Ellis

- [Bankruptcy Appeals \(judge-cmp-detail.aspx?cmpid=821\)](#)
- [Cases Reassigned to Judge Sara L. Ellis \(judge-cmp-detail.aspx?cmpid=803\)](#)
- [Consent to Proceed Before Magistrate Judge \(judge-cmp-detail.aspx?cmpid=811\)](#)
- [Correspondence with the Court \(judge-cmp-detail.aspx?cmpid=825\)](#)
- [Courtesy Copies \(judge-cmp-detail.aspx?cmpid=812\)](#)
- [Discovery Motions and E-Discovery \(judge-cmp-detail.aspx?cmpid=815\)](#)
- [Initial Status Reports \(judge-cmp-detail.aspx?cmpid=826\)](#)
- [Jury Instructions \(judge-cmp-detail.aspx?cmpid=817\)](#)
- [Motion Practice \(judge-cmp-detail.aspx?cmpid=814\)](#)
- [Patent Cases \(judge-cmp-detail.aspx?cmpid=820\)](#)

- [Post Trial Contact with Jurors in a Civil or Criminal Case \(judge-cmp-detail.aspx?cmpid=878\)](#)
- [Preemptive Class Certification Motions \(judge-cmp-detail.aspx?cmpid=824\)](#)
- [Pretrial Orders \(judge-cmp-detail.aspx?cmpid=847\)](#)
- [Proposed Orders \(judge-cmp-detail.aspx?cmpid=813\)](#)
- [Pro Se Litigants \(judge-cmp-detail.aspx?cmpid=816\)](#)
- [Protective Orders \(judge-cmp-detail.aspx?cmpid=822\)](#)
- [Settlement Conferences \(judge-cmp-detail.aspx?cmpid=819\)](#)
- [Summary Judgment Practice \(judge-cmp-detail.aspx?cmpid=818\)](#)

Order Transcript

(transcript-order-form.aspx)

Chambers Staff

Courtroom Deputy

Rhonda Johnson (mailto:rhonda_johnson@ilnd.uscourts.gov)
(312) 702-8864
Room 1404

Court Reporter

Patrick Mullen (mailto:patrick_mullen@ilnd.uscourts.gov)
(312) 435-5565
Room 1412

Law Clerks

Paul Bateman
Peter Cavanaugh
Maria Domanskis

Related Links

- [Call Sheet \(_assets/_callinfo/slecall.pdf\)](#)

Other Judges



QUICK LINKS

 [BrowseAloud Information \(BrowseAloudInfo.aspx\)](#) |  [BrowseAloud](#) |  [Translate](#)

RECORD LOOKUP & LISTINGS

- >Federal Local Rules Search (Pages.aspx?hgzcPGDge5ToV668jfZ/XfdMKgtbS5WI)
- >ILND Member Search Bar (MemberSearchBar_v2.aspx)
- >Judges' Motion Schedule (JudgesMotionSchedule.aspx)

- >Court Telephone Directory (CourtReferenceGuide.aspx)
- >Federal Record Center Case Record Lookup (FederalRecordLookUp.aspx)
- >Citizenship Ceremonies (Naturalization.aspx)
- >Pattern Criminal Federal Jury Instructions for the 7th Circuit (http://www.ca7.uscourts.gov/Pattern_Jury_Instr/7th_criminal_jury_instr.pdf)
- >Pattern Civil Jury Instructions for the 7th Circuit (http://www.ca7.uscourts.gov/Pattern_Jury_Instr/7th_cir_civil_instructions.pdf)

E-FILING (CM/ECF)

- >CM/ECF Training Registration (Pages.aspx?q+umvqqK8AvPukWaLyFrjqluLG6kDhow)
- >Request ECF Password Reset (<https://ecf.ilnd.uscourts.gov/cgi-bin/lostPassword.pl>)
- >CM/ECF Direct Login (<https://ecf.ilnd.uscourts.gov/cgi-bin/ShowIndex.pl>)
- >Request an E-Filing Account (ECFRegistration.aspx)
- >CM/ECF Training Videos (Videos.aspx?KluJuk4b6RQh9CJm0BZIDg==)
- >E-Filing F.A.Q. (Pages.aspx?ywbw7HSeL8TDnuq+NAfPeA==)
- >E-Filing a Complaint (_assets/_documents/_forms/_cmecf/Opening%20a%20Civil%20Case%20in%20CMECF.pdf)

DOWNLOADABLE FORMS

- >Common Case (OnlineForms.aspx?77hrqQmtYk32vwxoL6lgPZKyod+EqeEG3a62pDlkmlA=)
- >Attorney Forms (OnlineForms.aspx?ZBmExf2PyUdcS2tf0Q5cXjsV8kS2rP19MWGZA3xCsOg=)
- >Criminal Justice Act (CJA) (OnlineForms.aspx?hJdq3/V0QVqCutABJWaLfBgUWee6p2wD/PEdhYldXccJISl0NG+NQ==)
- >Court Reporter (OnlineForms.aspx?O8/XQDrpJ9vYa9QUAaoQzqJrtbRDp7tjN66erX57wk8=)
- >Foreclosure Forms (OnlineForms.aspx?KTXJnd4yYY/BZ8z6guG0WtEkXjla/O2iO2GjCVSrmNo=)
- >Prisoner Correspondence (OnlineForms.aspx?hyQweMh74ly7OxRjroQQmoqbxzQw1sw+4H7HOBuUU1hmg33pFD1MFg==)
- >Pro Se Litigants (OnlineForms.aspx?qYVnglgEnsP0UIGZRbKuyo9G0K5AoRrKzSKr0iA5CFYkpOlso0U1A==)

OTHER COURT WEBSITES

- >United States Bankruptcy Court, Northern District of Illinois (<http://www.ilnb.uscourts.gov/>)
- >United States Court of Appeals for the Seventh Circuit (<http://www.ca7.uscourts.gov/>)
- >Library of the U.S. Courts of the Seventh Circuit (<http://www.lb7.uscourts.gov/>)
- >Northern District of Illinois Historical Association (<http://www.ilndhistory.uscourts.gov/>)
- >Northern District of Illinois Pretrial Services (<http://www.ilnpt.uscourts.gov/>)
- >Northern District of Illinois Probation (<http://www.ilnp.uscourts.gov/index.html>)

MORE USEFUL LINKS

- >Glossary of Legal Terms (<http://www.uscourts.gov/glossary>)
- >U. S. Government Publishing Office Listing of Written Opinions (<https://www.gpo.gov/fdsys/browse/collection.action?QlvvEhilKJFo8OXRsdsmEb8QxIkQwGtU>)
- >Pilot Project Regarding Initial Discovery Protocols for Employment Cases Alleging Adverse Action ([http://www.fjc.gov/public/pdf.nsf/lookup/discepl.pdf/\\$file/discepl.pdf](http://www.fjc.gov/public/pdf.nsf/lookup/discepl.pdf/$file/discepl.pdf))
- >National Archives Online Order Procedures (Pages.aspx?niT9/g0U6jEzJYs6MLl4eXhqfUUwu9Zj)
- >Visitors to the Courthouse (Pages.aspx?GWv81axJLewVPk7ml8oOh7Jk4O/51vr/)
- >Policy Regarding Transcripts (_assets/_documents/_forms/_e-transcripts/e-transcript_bar_notice.pdf)
- >Judicial Misconduct Complaints (http://www.ca7.uscourts.gov/JM_Memo/rules_info.html)
- >Pattern Criminal Federal Jury Instructions for the 7th Circuit (http://www.ca7.uscourts.gov/Pattern_Jury_Instr/7th_criminal_jury_instr.pdf)
- >Pattern Civil Jury Instructions for the 7th Circuit (http://www.ca7.uscourts.gov/Pattern_Jury_Instr/7th_cir_civil_instructions.pdf)
- >Model Confidentiality Order Form (Plain.aspx?SYoQFp55XAYzLWjvJi+thwAeS2fGOAHP)
- >Seventh Circuit Electronic Discovery Pilot Program (Plain.aspx?sCf2ftFABcc6Sqr/XWdRE4nSr+Du1L+i)
- >Settlement Assistance Program for Pro Se Litigants (/ _assets/_documents/The Settlement Assistance Program for Pro Se Litigants.pdf)
- >Local Handbooks (Pages.aspx?41P3TzyAtmm/bTvtl3uisZHmklsq5WA)

JOB INFORMATION

- >Job Opportunities (Pages.aspx?ovGPv5hNkHK6wjSsflIOTQ==)
- >Law Clerk Hiring Information (Pages.aspx?zfbBBqIXnCPHRg++pUA8RwkRSzuUe7YW)
- >Oscar (<http://oscar.uscourts.gov>)
- >Incoming Law Clerk Resource Page (Pages.aspx?zfbBBqIXnCMshfVZd7Psdg/8BBjEb22a)

COURTHOUSE INFORMATION

Click Here (Pages.aspx?GWv81axJLewVPk7ml8oOh7Jk4O/51vr/)

EASTERN DIVISION

Everett McKinley Dirksen United States Courthouse
219 South Dearborn Street
Chicago, IL 60604 (View Map (<DisplayMap.aspx?loc=chicourt>))