

STANDING ORDER REGARDING COURT APPEARANCES IN COURTROOM C-303

The following procedures shall apply to all parties appearing in Courtroom C-303 before Judge Joseph V. Salvi.

ATTIRE:

1. Regardless of whether the appearance is in-person or via Zoom, attendees shall dress in appropriate attire.

Attorneys shall dress in appropriate business attire.

CHECKING-IN:

2. Parties appearing in-person shall check-in with the Court's Clerk.

Parties appearing via zoom shall check-in by showing their name and case number on their video.

AGREED ORDERS:

3. Agreed orders relating to motions to extend discovery, continue a trial or revise a Rule 218 Case Management Order require a Court appearance.

All other agreed orders may be submitted to the Court's email box at:

cc303@lakecountyl.gov

The clerk will contact the parties in the event an appearance is necessary on these other agreed orders.

IN-PERSON APPEARANCES:

4. Attorneys and self-represented litigants shall appear in-person for the following matters:

- a. Oral argument on contested motions or discovery disputes.
- b. Evidentiary hearings.
- c. Final pre-trial conferences.

- d. Bench and jury trials.
- e. Any other matters as ordered by the Court.

IN-PERSON/ZOOM APPEARANCES:

- 5. Attorneys and self-represented litigants may, at their discretion, appear in-person or via Zoom for any court hearing not listed in paragraph 4.
- 6. Parties appearing via Zoom shall have their video turned on when addressing the Court.
- 7. If all parties appear via Zoom, orders shall be submitted to the Court's email box at: cc303@lakecountyil.gov. Orders must be submitted by 1:00pm on the day of the hearing.

Non-compliance with this Standing Order may result in counsel or the self-represented litigant not being allowed to address the court and termination of their Zoom appearance.