

**Circuit Court  
Nineteenth Judicial Circuit  
Lake County, Illinois**

**STANDING ORDER FOR COURTROOM C-404**  
(All Local Rules Also Apply)

**A. MOTIONS**

1. Please note that with regard to contested motions, our Local Rules limit:

- \* motions to 15 pages LCR 2-1.02(B)(1)
- \* responses to 15 pages LCR 2-1.02(B)(1)
- \* reply briefs to 5 pages LCR 2-1.02(B)(2)

2. Every Motion shall identify the section number of the Code of Civil Procedure pursuant to which the motion is being brought. LCR 2-1.01(D).

3. Complete courtesy copies of all contested motion briefs (motion, response, and reply), including the date and time of the hearing, shall be delivered by the movant to the judge's clerk (not to Court Administration) at least 5 days (excluding weekends and court holidays) prior to the hearing date. Any challenged pleading should also be provided, *e.g.* for a Motion to Dismiss, the Complaint should also be provided with the courtesy copy materials.

4. A courtesy copy of any Pleading or Motion, Response, or Reply that contains more than two (2) exhibits shall utilize numbered or lettered protruding tabs to separate each exhibit, and each such document shall be bound (not just with a clamp).

**B. ORDERS AND JUDGMENT ORDERS**

1. All Orders shall state which parties were present and not present in Court at the time said Order was entered.

2. Any party that enters an Order shall mail a copy of such Order to all other parties' last known address via regular, first-class mail, or email regardless of  
see other side

whether the absent party has filed an Appearance. This includes Default Orders and Possession Orders.

**C. DEMAND NOTICES (5 Day; 10 Day; 30 Day; etc.)**

1. Where there is a written lease provision allowing for the posting of a Demand Notice on the premises regardless of whether the tenant has vacated the premises, the posting of said notice shall also be accompanied by a secondary method of service of said notice, *e.g.* sliding a copy of said notice under the door. The secondary method of service employed shall be noted on the proof of service.

**D. ATTORNEY'S FEES and LATE FEES**

1. No attorney's fees or late fees will be awarded unless there is a provision for them in the written lease and they are prayed for in the Complaint.

**E. CITATIONS TO DISCOVER ASSETS**

1. Citations to Discover Assets must be served at least 5 days prior to the return date on said Citation. Illinois Supreme Court Rule 277(C)(3).

**F. NAME CHANGE PETITIONS FOR MINORS**

1. On any name change petition for a minor, the petitioner shall provide to the Court a photocopy of the parents' or guardians' drivers license as well as a photocopy of the minor's birth certificate. These items will be collected by the Court Clerk and impounded so that members of the public will not have access to them.

Thank you.

Judge R. Christopher Ditton

May 8<sup>th</sup>, 2023

see other side