

**SUPREME COURT RULE 218**  
**ARBITRATION**  
**CASE MANAGEMENT CONFERENCE (“CMC”) INSTRUCTIONS**

All Attorneys and/or self-represented litigants (“SRLs”) are required to appear for CMC on the first return date after service of summons to enter a Case Management Order using the available track dates indicated below. Cases transferred to Arbitration from another jurisdiction or Judge shall have a CMC on the first date the case is set on the Motion call of the Supervising Judge of Arbitration. After a date and track have been set by the Judge, a Case Management Order reciting the Arbitration Hearing date, and all other dates listed in the “track”, shall be prepared and presented to the Judge.

**JUDGE** \_\_\_\_\_ **COURTROOM** \_\_\_\_\_ **DATE** \_\_\_\_\_

	Track 1	Track 2
All Cross, Counter and Third Party Complaints		
Defendant SCR 222 Disclosure		
Cross-Defendants, Counter-Defendants, Third Party Defendants SCR 222 Disclosure		
All Parties Discovery Completion Date		
2-1005 Filing Deadline		
All Parties SCR 90 (C) Packets served		
<b>Arbitration Hearing Dates</b>		

Attorneys must review the Supreme Court Rules and the Local Court Rules, Chapter 7, Part 1: “Mandatory Arbitration Rules” found under the Resources tab at [www.19thcircuitcourt.state.il.us](http://www.19thcircuitcourt.state.il.us) and familiarize their clients with them prior to the CMC. Supreme Court Rules and Local Court Rules require the parties to do the following:

- LCR 7-1.05 A.** Plaintiff shall comply with the disclosure requirements of Supreme Court Rule 222 at the time the Complaint is filed, and each Defendant shall so comply within the time allotted by the Case Management Order.
- LCR 7-1.05 B.** No discovery shall be permitted after the arbitration hearing, except upon leave of Court and good cause shown.
- LCR 7-1.05 C.** Failure to file or serve the disclosure statement as required by Local Court Rules or as the Court may order prior to the arbitration hearing, may result in the imposition of sanctions as prescribed in Supreme Court Rule 219(c), including a dismissal for want of prosecution without Notice.
- LCR 7-1.03 I.** Requests for advancement or postponement of a scheduled arbitration hearing date must be by written Notice and Motion with Notice included to the Arbitration Administrator. Hearing on the Motion shall be scheduled not less than 7 days prior to the arbitration hearing date.
- LCR 7-1.03 K.** Failure of the parties to advise the Arbitration Administrator in a timely fashion of changes of appearances or additions of parties or of counsel, or of the need for additional time may result in the imposition of sanctions including the taxing of arbitrator’s fees and costs at the discretion of the Supervising Judge of Arbitration.

**Supreme Court Rules** require the parties to disclose information outlined in Supreme Court Rule 222 in accordance with the time lines set by local court rule and to provide at least 30 days’ advance written notice of the intention to offer documents in evidence at the Arbitration Hearing as outlined by Supreme Court Rule 90(c).