

C-101 Standing Order Regarding C101 Courtroom Procedures and CC101@lakecountylil.gov Email Account (EFFECTIVE JULY 24, 2023)

ACCESS TO COURTROOM 101 IN PERSON AND VIA ZOOM

Courtroom 101 in the Lake County Courthouse is open for individuals to appear in person every day for cases and for general public access. Zoom is available as an alternative for attorneys and/or parties to appear if otherwise permitted pursuant to any specific Court Order and these Courtroom 101 standing orders for a specified proceeding on the daily court call. However, if any attorney or party who is otherwise permitted to appear on a specific case via Zoom, that individual is responsible in advance for modifying their display name to reflect their correct first name, last name, as well as the case number which they are appearing on as an attorney or a party. If an individual's display name does not reflect said information, they may not be admitted into the virtual courtroom.

USE OF COURTROOM 101 E-MAIL ACCOUNT

The official court e-mail account for Courtroom 101 is cc101@lakecountylil.gov. The parties may use the cc101 email address to send Judge DeRue orders as well as courtesy copies of the following documents: motions; pre-trial/settlement conference memoranda; GAL reports; and expert reports; **BUT ONLY PROVIDED:**

The SUBJECT LINE of the email clearly states what is being attached, including specifically what is attached, the case name, the case number, and the next date the case is up:

THE FOLLOWING ARE SUBJECT LINE EXAMPLES (utilizing the fictional Doe v. Doe case, fictional case number 15 D 2425, next up on August 8, 2023)

Order - 15 D 2425, Doe v. Doe, 8-8-23

Motion Courtesy Copy - 15 D 2425, Doe v. Doe, 8-8-23

EMERGENCY MOTION - 15 D 2425, Doe v. Doe, 8-8-23

Pre-trial Memorandum - 15 D 2425, Doe v. Doe, 8-8-23

GAL Report - 15 D 2425, Doe v. Doe, 8-8-23

- The document must be sent with a maximum of **ONE attachment**, and the entire document, including any attachment, **must be less than 15 pages**. If the entire document is longer than 15 pages, including any attachment(s), then you must drop the document off for Judge DeRue with the law library or court administration or mail the document to the attention of Judge DeRue to court administration. Documents may not be e-mailed in multiple separate e-mails to circumvent the purpose and intent of this standing order. **You may NO LONGER email courtesy copies of documents to the Lake County Courthouse Law Library as was previously allowed pursuant to prior standing orders for C101.**
- Do not e-mail a link from the Circuit Clerk filing system or any other 3rd party link for the court to download documents from. You **MUST** attach a single PDF of the document(s).
- All Non-agreed proposed orders must be sent in Word Format.
- All e-mailed proposed orders for matters on the AM court call **MUST** be submitted to the CC101 email address by 3 pm on the same day that said matter was heard by the Court, unless prior permission of the Court is provided. For matters on the PM Court call, all e-mailed proposed orders must be submitted to the CC101 email address by 5 pm on the same day that said matter was heard by the Court, unless prior permission of the Court is provided. If matters are specifically heard in person in open Court, Court orders are to be completed and provided in open Court upon the completion of said proceedings to the Court, unless prior permission of the Court is provided.

- All local rules apply to the timing of delivery of courtesy copies to the Court (specifically Local Court Rule 4-1.02(C)), absent otherwise being specifically addressed by the court in advance on a case-by-case basis. Absent specific prior permission of Court, for **every** contested motion, movant's counsel shall deliver to Judge DeRue not less than **5 Court days** prior to the hearing of such, copies of any contested motions, responses, and replies. All courtesy copies of said pleadings MUST be file stamped copies of said pleading.
- If courtesy copies are not provided to the Court consistent with the conditions provided in this standing order, the party not providing such may be deemed by the Court to be not ready for hearing as to said matter(s) and the Court may, in its discretion, proceed as it deems appropriate based on the circumstances, including but not limited to continuing hearing of the matter, imposing reasonable attorneys' fees for the other side, or dismissing the motion(s) for want of prosecution.

TRIAL/HEARING EXHIBITS

Any matters proceeding to hearing or trial involving exhibits – the parties are required to abide by the following protocols as to their respective exhibits (absent specific advance orders by the court):

- 1) All parties must tender to opposing counsel or self-represented litigant, in advance of the Final Trial Conference (pursuant to Local Court Rule 4-3.13) for a matter set for trial, or a minimum of 5 days before a hearing of a matter which is not set on a trial call, photocopies of any/all exhibits which may be offered at said hearing or trial. Said exhibits must be labeled and a full comprehensive exhibit list must be tendered contemporaneously with said photocopies of said exhibits.
- 2) All parties must tender to the court, in the same time periods provided in #1 above, **hard copies** of the same exhibits as referenced in #1 above, including said comprehensive exhibit list. Emailed copies of such will not be accepted by court absent good cause shown.
- 3) For any hearing or trial which is conducted via Zoom (which may only be held via Zoom with prior permission of the Court), the parties are to have previously labeled copies of any/all exhibits which may be utilized by any witness as part of their testimony, accessible to said witness contemporaneously when said witness is testifying at hearing or trial. This can be accomplished by sending e-mailed attachments or tendering hard copies of said exhibits in advance to individual respective witnesses. This rule may be waived in the discretion of the court if good cause is shown.

PETITIONS FOR RULE TO SHOW CAUSE

All Petition's for Rule to Show Cause must have attached to said Petition a photocopy of the entire Court Order(s) which it is alleged that the non-moving party is in violation of in said Petition. Failure to do so will result in the dismissal of said Petition for Rule to Show Cause by the Court.

HEARINGS/TRIALS IN PERSON

ALL HEARINGS AND TRIALS, unless the Court specifically provides otherwise, must be IN-PERSON (not Zoom) in C101, and the parties to said action, unless otherwise specifically excused in advance by the Court, must be present in person in open Court.

EMERGENCY MOTIONS

For Emergency Motions, any movant must contact the C101 Clerk in advance for permission to place said matter on the C101 Court call. Any emergency motions must be provided to the court as soon as practicable through the methods as provided elsewhere in this standing order. Unless the Court finds specific cause to hear said matter remotely, all hearings on emergency motions shall be in-person (not remotely over Zoom).

SETTLEMENT CONFERENCES/PRETRIALS

Settlement Conference Memoranda must be provided to the court no later than **3** days prior to the Settlement Conference/Pretrial. Absent advance permission provided by the Court, they must be on the form provided by the 19th Judicial Circuit (pursuant to Local Court rule 4-3.11(B)) which is available on the Lake County Clerk of the Circuit Court's website. Absent specific advance permission provided by the Court, the only permitted attachments to the Settlement Conference Memoranda are limited to Balance Sheet(s), Comprehensive Financial Affidavits of the respective parties, and a list of all pending motions. One supplemental memorandum may be attached to said Settlement Conference Memorandum Form but it shall NOT exceed 5 single sided, double spaced pages in length. When appropriate, shorter settlement conference memoranda are encouraged by the Court.

FINAL TRIAL CONFERENCES

Final Trial Conferences are to be in-person with the parties present absent prior advance permission of the Court. The parties must comply with Local Court Rule 4-3.13 as to all requirements for purposes of the Final Trial Conference, absent advance permission otherwise being provided by the Court.

DO NOT USE THE CC101 EMAIL ADDRESS TO COMMUNICATE WITH THE COURT, THE CLERK, OR EACH OTHER.

Dated this 21st day of July, 2023.

- /S/Stephen M. DeRue