



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

**C-102 Standing Order**

**CC102 Email:**

The parties may use the cc102 email address to send Judge Cornell courtesy copies. **Do not send proposed orders via the email.** The following documents are allowed so **long as they do not exceed 15 pages**: motions, pre-trial memorandums, GAL reports, and expert reports **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 DN 2425, next up on August 8, 2020):**

**Motion Courtesy Copy** - 15 DN 2425, Doe v. Doe, 8-8-20  
**EMERGENCY MOTION** - 15 DN 2425, Doe v. Doe, 8-8-20  
**Pre-trial Memorandum** - 15 DN 2425, Doe v. Doe, 8-8-20  
**GAL Report** - 15 DN 2425, Doe v. Doe, 8-8-20

The document must be sent with a maximum of **ONE** attachment, and the entire document, including any attachment, **must be less than 15 pages**. Do **NOT** send a link in an email. Documents may not be e-mailed in multiple attachments to circumvent the purpose and intent of this standing order. If a courtesy copy is longer than 15 pages, including any attachment, **YOU MUST**: drop the document off for Judge Cornell with court administration or to the Clerk in the C-102 courtroom.

- **Note: any courtesy copy greater than 15 pages or an email with a link WILL NOT BE READ.**
- **A hearing will not be held if you fail to timely tender courtesy copies.**
- All local rules apply regarding the timing of delivery of courtesy copies absent being specifically addressed by the court in advance on a case by case basis.

- When tendering pleadings on a post decree matter, it would be beneficial to also tender all court orders/judgments previously entered for which the pleadings are regarding.

**BEYOND WHAT IS STATED ABOVE, DO NOT USE THE CC102 EMAIL ADDRESS TO COMMUNICATE WITH THE COURT, THE CLERK, OR EACH OTHER. YOUR EMAILS WILL NOT BE READ OR RESPONDED TO BY THE CLERK OR THE COURT.**

## **Pre-Trial Memos:**

- Pre-Trial memos are due one week in advance to the Court and must comply with Local Court Rule unless the Court has ordered differently.
- Parties are to be present and the Court Order setting the pre-trial must designate whether the pre-trial will be held in person or by Zoom.
- **Your pre-trial will not be held if you fail to timely tender the pre-trial memo.**

**218 Conferences:** Only the Court's form 218 Case Management Order shall be used.

## **Emergency Motions:**

- Any movant must contact the C-102 Clerk by telephone to place the matter on the court call. The emergency motion must be provided to the Court in advance.
- **All emergency hearings will be held IN PERSON in C-102. Zoom is not allowed.**

## **Petitions for Rule:**

- The petition for rule must have the Order that is alleged to have been violated attached to the petition.
- When a rule is issued, the form that requires the return date to be in person MUST be used.

## **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 which is conducted via Zoom (only 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.

**Motions to Continue:** Any Motion to Continue shall contain an affidavit stating the specific reasons for the continuance.

**EFFECTIVE 12/8/2023**

/s/Patricia L. Cornell