



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

Standing Order Regarding Courtroom C-101

In the exercise of the court's inherent power to provide for the orderly disposition of pending matters, IT IS HEREBY ORDERED:

In-Person and Remote Proceedings:

Unless otherwise ordered by the court, all parties, witnesses, and attorneys **must** appear in person for all contested proceedings, including hearings and trials. Unless otherwise ordered, all parties and attorneys **must** appear in person for pretrial conferences and final trial conferences. Requests for remote appearance must be made in advance of the scheduled hearing or conference date.

The parties and attorneys **may** appear remotely via Zoom for presentment dates, status dates, or on uncontested matters. If appearing via Zoom, the party or attorney must display their full name and the case name and number, or they will not be admitted into the virtual courtroom. The Zoom session is not available to observers or individuals other than the parties and counsel of record; the courtroom is open to the public.

Courtesy Copies and Use of Courtroom Email (cc101@lakecountyil.gov):

Motions and Responses shall not exceed 15 pages without leave of court. LCR 4-1.02(B)(1). Reply Briefs are not to be submitted without leave of court. Courtesy copies are to be provided not less than **five court days** prior to the scheduled hearing or pretrial/trial conference. LCR 4-1.02(C). The moving party shall provide copies of the filed Motion, Response, attachments, and court order setting the matter for hearing. Courtesy copies are to be directed to Judge Haxall's attention and delivered or mailed to court administration. Courtesy copies are **not** to be submitted to the courtroom email address, except as provided below. Failure to comply may result in the court striking the filing or resetting the hearing date.

The following **may** be submitted to the courtroom email address: courtesy copies of emergency motions and responses to emergency motions, GAL reports, § 604.10 reports, and other expert reports. Opposing counsel or self-represented litigants must be copied on any email submitted to the court. The email subject line must provide the case number, court date, and the title of the attached document(s).

The court's email is not to be used to communicate with the court, clerk, or other litigants/counsel, or for any other purpose unless by order of the court.

Court Orders, Motions, and Forms:

- Emergency Motions:
 - The moving party must contact the C-101 Clerk by telephone to place the matter on the court call;
 - Hearings on emergency motions are held in person only;
 - Courtesy copies of the emergency motion and any response must be provided to the court as soon as practicable. As set forth above, courtesy copies **may** be submitted to the courtroom email address.
- Prove-up by Affidavit (A/O 24-17): if both parties are represented by counsel, judgment may be entered without appearance. If either party is unrepresented or the respondent is in default, the matter will be set for prove-up in Courtroom 402.
 - The following documents should be submitted via eCourt:
 - A proposed Allocation Judgment if not previously entered;
 - A *single* proposed document containing the following:
 - Proposed Judgment for Dissolution of Marriage;
 - Proposed Marital Settlement Agreement (unless incorporated by reference in which case MSA should be separately submitted to eCourt and it will be returned without entry); and
 - Affidavit of the Parties.
 - Uniform Order of Support and Withholding Order.
 - The Certificate of Dissolution must be separately efiled—not through eCourt.
- Motion Practice:
 - Motion to Continue: an affidavit setting forth the reasons for the request must be appended to the filing.
 - Post-decree Matters: movant must provide all court orders and judgments applicable to the pleadings.
 - Petition for Rule to Show Cause:
 - Movant must append a copy of the order alleged to have been violated;
 - If a rule is issued, the form requiring an in-person appearance on the return date is to be used.
- Use of Forms: where the Illinois Supreme Court or the Nineteenth Judicial Circuit has approved form orders, they should be utilized. In particular, the following form orders **must** be used and are available on the Circuit Clerk's website (<https://www.lakecountycircuitclerk.org/court-forms>):
 - Family Division Information Notice
 - Supreme Court Rule 218 Case Management Order
 - Child Representation Order
 - Settlement Conference Memorandum Form
 - Parties may append Financial Affidavits, a balance sheet, a list of pending motions, and a short memorandum of no more than five pages.
 - Courtesy copies of all documents for a pretrial/settlement conference must be provided not less than **five court days** in advance.
- Titling of Documents: all documents submitted via eCourt must utilize the approved titles and forms as outlined in the Titling of Documents Standing Order, entered by the Presiding Judge on August 23, 2024.

Court Orders:

- For cases heard during the morning call, orders must be submitted by 1:00 p.m. that same day via the eCourt portal;
- For cases heard during the afternoon call, orders must be submitted by 4:30 p.m. that same day via the eCourt portal;
- If the parties are unable to agree upon the language of the order, each party shall submit their proposed order to the eCourt portal by the deadline provided above;
- Failure to comply with the deadline may result in the matter being dismissed for want of prosecution.

Trial Practice:

- Final Trial Conference:
 - Prior to the trial conference, the parties are to meet and prepare a joint Trial Conference Memorandum. LCR 4-3.13(A)(4);
 - Unless otherwise ordered by the court, the parties and counsel must be present in person.
- Witness Lists and Exhibits:
 - The parties must exchange final witness lists, copies of exhibits that will be offered into evidence, and a comprehensive exhibit list. LCR 4-3.13. This exchange must occur not less than **three court days** prior to the final trial conference, or **three court days** prior to the hearing/trial if no conference is scheduled.
 - At the time of hearing or trial, the parties should provide to the court:
 - All exhibits, which must be marked;
 - A comprehensive exhibit list containing a description of each exhibit;
 - Each party's witness list; and
 - Written stipulations signed by the parties and counsel.
- Transcripts: The parties should arrange to have a court reporter available for all proceedings requiring transcription or those either party wishes to have transcribed. The court cannot guarantee that an official court reporter or an ECR-enabled courtroom will be available.


BOLLING W. HAXALL
Associate Judge

Dated at Waukegan, Illinois
this 4th day of April, 2025.