



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

C-105 Standing Order re: Decorum and Scheduling

1. Decorum, Fairness and Administration Lawyers and self-represented litigants shall comply with the rules including those listed below:

- A. A lawyer shall treat the court, opposing counsel, and witnesses in a civil and courteous manner, not only in court, but also in all written and oral communications.
- B. A lawyer shall cooperate in all phases of litigation that are not contested, reserving debate only for contested issues so that cases may be expeditiously resolved without incurring unnecessary expenses.
- C. Lawyers shall not engage in any conduct that brings disorder or disruption to the courtroom. Lawyers shall instruct their clients and witnesses appearing in court of the proper conduct expected and required in court.
- D. A lawyer shall not, even when called upon by a client to do so, engage in abusive or offensive conduct, or do any acts that may contribute to hostility or acrimony between the parties or others related to the pending action.
- E. A lawyer shall advocate the legitimate interests of his or her client but shall not exceed the bounds of zealous advocacy.
- F. Lawyers shall not knowingly misrepresent, mischaracterize, misquote or miscite facts or authority in any oral or written communication to the court.
- G. A lawyer shall be prepared for all court appearances, negotiations, and other aspects of litigation.
- H. A lawyer shall not interrupt the court or opposing counsel, except when necessary to make an effective objection.
- I. A lawyer shall not engage in argument that is deliberately disruptive or inflammatory.
- J. A lawyer shall do nothing that might impair the ability of the court to reach a just result.
- K. Lawyers shall stipulate to relevant matters if they are undisputed, unless a good faith advocacy basis exists for not stipulating.

L. When a draft order is to be prepared by counsel to reflect a court ruling, counsel shall draft an order that accurately and completely reflects the court's ruling. Counsel will promptly prepare and submit a proposed order to opposing counsel and attempt to reconcile any differences before the draft order is presented to the court.

M. Lawyers shall not engage in ex parte communications with a judge concerning a case pending before the court.

N. Transmission of courtesy copies of pleadings to the court should only reference the pleadings and/or documents enclosed. Lawyers shall not send copies of correspondence between counsel to the court unless specifically permitted or invited by the court.

O. A lawyer shall, at all times, act reasonably to protect the minor child(ren) of the parties engaged in a dispute from adverse effects of the proceedings.

2. Scheduling

A. Presentment motions shall be set at 8:59 a.m.. All other motions shall be set at 9:00 a.m. or 1:30 p.m..

B. No motions may be noticed for hearing unless counsel has contacted the courtroom clerk and scheduled the matter prior to sending the notice of motion to the opposing party. Failure to follow this Standing Order will cause the Court to strike the motion from the call.

C. Lawyers shall, absent genuine urgency, consult with each other regarding scheduling matters in a good faith effort to avoid scheduling conflicts.

D. Counsel shall notify other counsel and, if appropriate, the court or other individuals involved in the case, at the earliest possible time when hearings or conferences are to be canceled or postponed. Early notice avoids unnecessary travel and expense of counsel and may enable the court to use the previously reserved time for other matters.

E. Lawyers shall be punctual and prepared for all court appearances so that all hearings, conferences and trials may commence on time. If delayed, lawyers will notify the court and counsel, when possible.

F. All attorneys, self-represented litigants and parties shall appear promptly before the Court at 9:00 a.m. or such other time as may have been previously ordered for the Trial Call.

G. If counsel is required to be present in another courtroom in the same jurisdiction at the same time as the Trial Call, s/he shall first check in with the clerk of the courtroom where he cannot be present prior to the start of the court call. Counsel shall provide the location of the Trial Call courtroom where s/he will be present and so notify all other parties involved. Counsel shall remain in the Trial Call courtroom unless released by the Court.

H. Counsel shall avoid setting other matters for hearing that will conflict with a case set on the Trial Call.

I. In the event that a party, self-represented litigant or counsel fail to appear promptly, the Court may impose such sanction(s) or take such remedial action(s) as it deems

appropriate.

J. In the event that the failure of a party, self-represented litigant or counsel failing to appear renders it impossible to proceed, the Court may order the party or counsel failing to appear promptly to pay the reasonable costs and expenses, including attorney's fees, to the opposing party or attorney.

3. Illinois Rules of Professional Conduct All lawyers shall be familiar with and adhere to the Illinois Rules of Professional Conduct.

EFFECTIVE 1/13/2026

/s/Jacquelyn D. Melius