



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

C-105 Standing Order

C105 EMAIL USE:

The official court email for courtroom 105 is c105@lakecountyil.gov. **DO NOT send proposed orders via email.** Parties may use the c105 email address to send Judge Melius courtesy copies of the following documents so **long as they do not exceed 15 pages**: emergency motions, GAL reports, and expert reports, **PROVIDED:**

The **SUBJECT LINE** of the email clearly states what is being attached, detailing specifically what is attached, the case name, the case number, and the date the case is up, for example, **(EMERGENCY MOTION, 25 DN 2425, 8.8.26):**

The document may contain a maximum of **ONE attachment**, and the entire document, including any attachment, **must be less than 15 pages**. If a courtesy copy is longer than 15 pages, including any attachment(s), **YOU MUST**: deliver the document to court administration or to the courtroom clerk in the C-105 courtroom.

Do **NOT** send a link in an email. Documents may not be e-mailed in multiple attachments/separate emails to circumvent the purpose and intent of this standing order.

- **Note: Any document sent via email greater than 15 pages or an email with a link WILL NOT BE READ.**

DO NOT USE THE C105 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. EMAIL USE IS LIMITED TO WHAT IS PROVIDED ABOVE.

Courtesy Copies

- **A hearing will not be held if courtesy copies are not tendered timely.**
- Courtesy copies shall be provided to the Court seven (7) days in advance of a hearing, unless specifically addressed by the court in advance. LCR 4-1.02(C)
- When tendering pleadings on a post decree matter, tender all court orders and/or judgments previously entered that relate to the pleadings.

Court Orders

- Orders from the 9:00 a.m. call are to be submitted by 12:30 p.m., unless otherwise ordered.
- Failure to submit court orders timely will result in the case being DWP'd.

218 Conferences

- **Only the Court's 218 Case Management Order shall be used.**

Emergency Motions

- A movant must contact the C-105 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-105, with parties and attorneys present. Zoom is not allowed.**

Hearings

- All hearings are IN-PERSON, unless the court specifies otherwise.

Motions for Default Judgment

- A Motion for Default Judgment shall be set on the Court's routine motion call.

- The moving party shall send notice of the Motion for Default to the party sought to be defaulted by regular mail, even if that party never appeared, to the last known address of the party being defaulted.
- If a default order is entered, a subsequent prove-up date will be set, and the movant shall send a copy of the default order, including the prove-up date, to the defaulted party, as well as to other parties in the case. A proof of service of the default order with prove-up date must be efiled before the prove-up date.
- An Affidavit as to Military Service regarding the party sought to be defaulted is required at prove-up.

Motions to Continue

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

Petitions for Rule

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

Pre-Trials and Pre-Trial Memos

- The Court Order setting the pre-trial must designate whether the pre-trial will be held in person or by Zoom.
- Pre-Trial memos are due to the Court one (1) week in advance of the pre-trial, and must comply with Local Court Rule, unless the Court has ordered otherwise.
- **Your pre-trial will not be held if pre-trial memos are not tendered timely.**
- Parties **must** be present.

Final Trial Conferences

- All final trial conferences are IN-PERSON.
- Counsel, self-represented litigants and parties shall appear promptly at 9:00 a.m. prepared to tender the following:
 - Efiled stipulations narrowing the issues of law or fact;

- An exhibit list identifying the exhibits that may be used at trial. The exhibit list shall include columns labeled “Offered,” “Admitted,” and Refused;
 - Witness List;
 - A Joint Trial Conference Memorandum; and
 - Efiled Motions in Limine.
- Counsel, self-represented litigants and parties shall perform all other acts as have been ordered by the Court for the Trial Conference date.
- Any attorney having a pending fee petition shall attend the Trial Conference.
- Counsel shall stipulate as to any exhibits to which there are no objections, and such exhibits shall be admitted into evidence without the necessity of further foundation.

Exhibits

The parties shall abide by the following protocols if proceeding on a hearing or trial involving exhibits (absent specific advance orders by the court):

- 1) All parties must tender photocopies of any/all exhibits which may be offered at hearing/trial to opposing counsel or self-represented litigant, prior to the Final Trial Conference (**pursuant to Local Court Rule 4-3.13**), or at least five (5) days before a hearing of a matter not set on a trial call. Said exhibits must be labeled, and a comprehensive exhibit list must be tendered contemporaneously with photocopies of said exhibits.
- 2) 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 during the witness’ testimony. This may be done by emailing the exhibits or tendering hard copies of said exhibits to witnesses in advance of the hearing/trial date. This rule may be waived in the discretion of the court if good cause is shown.

Naming of Documents

The following documents shall be named as detailed below when uploaded to eCourt:

- **218 Order**
- **Allocation Judgment**
- **Marital Settlement Agreement**
- **Judgment for Dissolution of Marriage**

EFFECTIVE 1/13/2026

/s/Jacquelyn D. Melius