



**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.

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 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 otherwise ordered.
- 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.

Motions for Default Judgment:

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

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):

- 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.
- For any hearing which is conducted via Zoom (only with court order), 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.

Final Trial Conferences:

- Counsel, self-represented litigants and parties shall appear promptly at 9 a.m. shall be prepared to tender the following:
 - A) efiled stipulations narrowing the issues of law or fact;
 - B) A hard copy of the trial exhibits, including said comprehensive exhibit list to the Court. The exhibit list shall include columns labeled "Offered", "Admitted" and "Refused." Emailed copies or electronic forms of such will not be accepted by Court;
 - C) Witness List;
 - D) A completed Joint Trial Conference Memorandum; and
 - E) efiled Motions in Limine.
- Any attorney having a pending fee petition must also attend the 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.

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

EFFECTIVE 1/12/2026

/s/Patricia L. Cornell