



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

**C-103 Standing Order**

**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, pretrial conferences, final trial conferences and trials. 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.

**C103 EMAIL ( [c103@lakecountyil.gov](mailto:c103@lakecountyil.gov) )**

Effective immediately, the C103 email shall only be used to send GAL/Mediator Reports, Emergency Motions and Expert Reports. This email address is **NOT** to be used to communicate with the court, clerk or other counsel/litigants, for any other purpose unless by order of Court.

**Courtesy Copies**

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 Manak's attention and delivered or mailed to court administration. Failure to comply may result in the court striking the filing or resetting the hearing date. The Court does not require courtesy copies of presentments.

## Court Orders

- Orders from the 9:00 a.m. call are to be submitted by 1:00 p.m., unless otherwise ordered.
- Orders from the 1:30 p.m. call shall be submitted by 4:00 p.m., unless otherwise ordered.
- If an agreed order is being entered where one party is self-represented, or the agreed order is on a post-decree matter then both parties must sign the order.
- When a draft order is to be prepared by an attorney to reflect a court ruling, the attorney shall draft an order that accurately and completely reflects the court's ruling. One attorney shall 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.
- If there is a dispute as to a portion of the submitted order parties should alert the Court to the dispute by notating the portion in dispute when uploading the order.

## 218 Conferences/Subsequent Case Management Conferences

- Only the Court's 218 Case Management Order shall be used.
- In cases where there are minor children, and an Allocation Judgment has not been entered then the subsequent case management form shall be utilized. LCR 4-3.12

## Emergency Motions

- Any movant must contact the C103 clerk to place the matter on the court call. A courtesy copy of the emergency motion must be provided to the Court in advance through the C103 email. **The motion must clearly delineate why the motion should be heard as an emergency.** All emergency motions will be held IN PERSON in C-103, unless otherwise ordered. The motion must also be filed with the Clerk's Office.

## 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.

## Hearings/Pre-Trials/Final Trial Conferences/Trials

- All hearings, pre-trials, final trial conferences and trials are IN-PERSON, unless the court specifies otherwise.
- Courtesy copies are due five (5) court days in advance of said court date.
- Courtesy copies of Marital Settlement Agreements and Allocation Judgments shall be provided to the Court when appropriate.
- Trial conferences and pre-trial memos shall be provided to the Court as outlined in the local court rules
- All parties and witnesses are to be present IN PERSON, unless ordered otherwise.
- Hearings and pre-trials will not be held if you fail to timely tender courtesy copies/memos.

## Exhibits

Any matters proceeding to hearing or trial(s) 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 photocopies of any/all exhibits which may be offered at said hearing/trial to opposing counsel or self-represented litigant 3 days prior to the Final Trial Conference (**pursuant to Local Court Rule 4-3.13**), or at least 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) All parties must tender to the court, within the same time frames provided in #1 above, a comprehensive exhibit list. **Exhibits shall be tendered to the Court once it has been admitted into evidence. Only stipulated exhibits can be submitted to the Court prior to hearing or trial.**
- 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 during the witness' testimony at hearing or trial. 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.

## PROVE UP BY AFFIDAVIT

- 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.

**EFFECTIVE 1/30/2026**

/s/Sharmila Manak