

STANDING ORDER

**For cases assigned to Judge Jeffrey L. Hirsch
Family Division, Courtroom 360**

This Standing Order applies to all cases assigned to Judge Jeffrey L. Hirsch while presiding over the FAMILY II CALL in Courtroom 360, *effective October 1, 2020*, and until further order of court. The purpose of this Standing Order is to provide information and directives to attorneys and litigants who appear in Courtroom 360 to promote fair, consistent and efficient management of every case before the court.

1. **Purposeful Court Dates & Orders.**

- a) Every court date must have a particular purpose and agenda intended to progress the litigation in a timely and efficient manner.
- b) Every draft order must clearly and legibly state the purpose for which it is written; identify the pleading, motion or case management event being addressed by the court; identify the notice given and the persons present; specify the agenda and obligations, if any, required by each party before the next scheduled court date; and specify the particular nature of the next court event. General status dates are discouraged.
- c) Preprinted forms should be used only for their intended purpose. Statewide approved forms shall be used as applicable.
- d) Attorneys must arrive promptly at the scheduled time and use their best efforts to avoid unnecessary delays. If an attorney is required to personally appear in another courtroom at the same time, the attorney must first check-in with the clerk no later than the start of the court call. Contested hearings shall not be unreasonably delayed due to an attorney's scheduling conflict. Any attorney who fails to appear or check-in may be subject to sanctions, including but not limited to, payment of fees and costs necessarily incurred by the opposing party.

- e) Attorneys and parties may appear remotely via the court's designated Zoom meeting room (Link: <https://zoom.us/my/mchenrycourtroom360>) for any routine matter on the 9:00 a.m. and 11:00 a.m. calls, e.g., notice of motion, case management conference, status hearings, agreed orders, etc. The court may, upon request, permit remote hearings for motions that are summary in nature, non-evidentiary and/or involve legal arguments only. For any other type of hearing or trial, a request for remote hearing may only be allowed with leave of court in accordance with Family Division Standing Order 2020-05. Emergency motions should not be presented remotely.
 - f) Unless otherwise excused by the court, all draft orders resulting from a remote court appearance shall be submitted to the court no later than 4:00 p.m. on the same day as the remote appearance. Draft orders shall be submitted to the designated family division email: familydivision@22ndcircuit.illinoiscourts.gov. Failure to do so may delay any scheduled hearing and may result in sanctions against the moving party.
2. **Statutory Purposes.** All litigants must be mindful of the statutory purposes under the Illinois Marriage and Dissolution of Marriage Act (750 ILCS 5/102) and the Illinois Parentage Act of 2015 (750 ILCS 46/102), which shall be applied in every divorce and family case before the court.
3. **Pleadings, Motions & Exhibits.**
- a) Every pleading and motion filed with the court must cite legal authority upon which it is based, and it should request relief as precisely as reasonably possible.
 - b) Parties may plead as many causes of action, counterclaims, defenses, and matters in reply as they may have, and each shall be separately designated and numbered in separate counts. The facts constituting any affirmative defense must be plainly set forth in the answer or reply.
 - c) Only written instruments upon which a claim or defense is founded, or of so much of the same as is relevant, shall be attached to a pleading as an exhibit.
4. **Case Management Conferences.** Case management conferences shall be set at 9:00 a.m. on any weekday the court is in session. All parties who have appeared or their attorney of record must be present and prepared with sufficient knowledge, information and authority to conduct a meaningful and complete case management conference and shall submit a Case Management Conference Memorandum in accordance with Supreme Court Rule 218 and Local Court Rule 11.06.

5. **Maintenance and Child Support Guideline Worksheets.** For every hearing, pretrial settlement conference, trial and order of any kind in any case where maintenance or child support is at issue, the parties shall submit a worksheet showing statutory guideline calculations for maintenance or child support, or both.
6. **Motions seeking to appoint a court's witness.** In addition to any other statutory requirements, a motion seeking to appoint a guardian ad litem, child representative, or attorney for a child pursuant to 750 ILCS 5/506, or to appoint a court's professional for an evaluation or investigation pursuant to 750 ILCS 5/604.10, and any response thereto, must be supported by a financial affidavit and shall identify resources for payment and the amount of each retainer or other payments, or both, previously paid to the party's attorney by or on behalf of that party and all costs incurred.
7. **Contested Motions.** Contested motions must be set for hearing by the court and shall be heard at 9:30 a.m., 10:00 a.m. or 10:30 a.m. on Monday through Thursday, depending on the nature of the hearing and the court's availability. Hearings that are anticipated to last more than 30 minutes must be specially set by the court. The court may also schedule contested motions where both sides are self-represented litigants at 10:30 a.m. on Tuesdays whenever feasible. Hearings on emergency motions and petitions for order of protection shall be heard expeditiously and may take priority over other set matters.
8. **Pretrial Settlement Conferences.** Pretrial settlement conferences may be scheduled by the court on Tuesday through Friday at 8:30 a.m., and at other times as specially set by the court depending on the court's availability. Attorneys must be prepared with sufficient knowledge, information and authority to conduct a meaningful and complete settlement conference in accordance with Local Court Rule 11.07. Unless otherwise excused by the court, a pretrial memorandum is required for every settlement conference. Counsel with settlement authority for each party shall personally confer with each other at such reasonable times *before* the scheduled settlement conference to:
 - a) Identify contested petitions and unresolved motions, and formulate and simplify issues, including the elimination of frivolous claims;
 - b) Identify statutory and case law authority regarding the contested issues.
 - c) Reach stipulations of fact and admission of documents to avoid unnecessary proofs;
 - d) Exchange updated financial affidavits and financial documents required by local Court Rule 11.02;
 - e) Exchange proposed parenting plans (if applicable).

The court may also, in its discretion, conduct a pretrial settlement conference on a case-by-case basis at any other appropriate time. In instances where counsel for both parties request a pretrial conference immediately before a scheduled hearing or trial, they are representing to the court they have authority from their client to do so and they acknowledge that the hearing or trial might not proceed as scheduled due to time constraints if a settlement is not reached.

9. **Trial Conferences.** Trial conferences shall be conducted on Monday or Friday at 11:00 a.m. Except as otherwise ordered for good cause, the court will schedule trial as soon as feasibly possible after the completion of the trial conference. Attorneys must be prepared with sufficient knowledge, information and authority to conduct a meaningful and complete trial conference in accordance with Local Court Rule 11.08. A trial conference memorandum is required for every trial conference. Each party must produce a witness list and an electronic copy (PDF file format) of all exhibits that will be offered in evidence at trial. Exhibits shall be pre-marked, date-stamped, indexed and organized in a logical fashion, and should include summaries of voluminous group exhibits. Motions *in limine* shall be filed at such time directed by the court but not less than 7 days before the trial conference and the court shall hear motions *in limine* and other objections to witnesses and exhibits in conjunction with the trial conference. Attorneys and self-represented parties shall personally confer with each other at such reasonable times *before* the scheduled conference to:
- a) Identify contested petitions and unresolved motions, and formulate and simplify contested issues, including the elimination of frivolous claims;
 - b) Exchange updated financial affidavits and financial documents required by local Court Rule 11.02;
 - c) Exchange proposed parenting plans (if applicable);
 - d) Reach stipulations of fact and authenticity of documents to avoid unnecessary proofs;
 - e) Identify all witnesses, including expected rebuttal witnesses;
 - f) Exchange all exhibits that will be offered in evidence at trial; and
 - g) Jointly prepare a trial conference memorandum.

So entered and ordered this 28th day of September, 2020.



eSigned by JEFFREY L. HIRSCH 09/28/2020 08:51:07 0BNjRIBH

Judge Jeffrey L. Hirsch