

**IN THE CIRCUIT COURT FOR THE 22ND JUDICIAL CIRCUIT
MCHENRY COUNTY, ILLINOIS**

STANDING ORDER FOR CASES ASSIGNED TO:

**Honorable Judge Thomas A. Meyer
Courtroom 201**

FILED

MAR 27 2019

**KATHERINE M. KEEFER
MCHENRY CTY. CIR. CLK.**

Courtroom 201 is assigned the **Civil I Court Call**. These cases include one-half of all **Eminent Domain** cases [These cases have the designation of EM in the case number]; one-half of all **Law** cases on claims over \$50,000 [These cases have the designation LA in the case number]; and all **Law** cases on claims over \$50,000 with jury demands; one-half of all **Miscellaneous Remedy** cases (except for MR matters assigned to the criminal courts) [These cases have the designation MR in the case number]; and one-half of all **Municipal Corporation** cases [These cases have the designation MC in the case number].

PROFESSIONALISM AND CIVILITY

Parties and the attorneys who represent them are reminded to engage in professionalism and civility in the handling of cases which come before the Court. To the extent possible, attorneys should confer with each other on pending matters *prior* to each appearance in open court. Each time a case is called in open court, the Court will endeavor to engage in a meaningful court appearance for parties with a desire to move matters along efficiently and effectively.

Inasmuch as the identity and personal traits of an opposing counsel are never relevant to any analysis to be conducted by this Court, in the event that any party files a pleading that, in the opinion of this Court, attempts to directly or indirectly engage in a personal attack on an opposing counsel, such pleading will be stricken.

Court Schedule: Monday – Friday

TIME	ACTIVITY
9:00 a.m.	Return days, motions of course, post-judgment matters, including returns on citations, garnishments, and wage deductions.
10:00 a.m.	Hearings on contested motions, trials on eviction cases and trials on credit card cases. All 10:00 a.m. cases are set by the Court.
1:30 p.m.	Trials and other matters specifically set by the Court.

1. Scheduling:

Upon filing, each case has a Conference Scheduling or Case Management date placed on the front of the complaint. This date is the first court date for the case unless the matter is otherwise placed on the Court’s calendar. All cases shall continue to have a case management date until the matter is dismissed or a Judgement is entered.

To place a matter on the Court’s calendar before or after the initial scheduling conference, parties may call the Clerk of the Circuit Court, Civil Division, at 815.334.4310, to schedule the matter or may ask the Court for a court date when present in court on a case. Once the party(s) have obtained a court date, they can send out and file notice and the motion/petition. Additional

motions can be added to the same court date by calling the Clerk's Office and requesting it be added to that calendar date.

2. **Electronic Documents:**

Electronic document filing is required in all civil matters. Additional information and assistance can be obtained through the Circuit Clerk's Office. Anyone filing an electronic document that requires an original signature certifies by so filing that the original, signed document exists in the filing person's possession. **For any court appearance in which a party is seeking dispositive action(s), the party(ies) shall provide to the Court any necessary documents bearing original signatures for review by the Court.** Failure to provide original documents for review may lead to a continuance of the hearing until such time that the original documents can be produced. Any document reviewed by the Court shall be returned to the party at the conclusion of the hearing. Unless otherwise order by the Court, the filing party shall maintain and preserve all documents containing original signatures that are filed electronically for a minimum of one year after the appellate process period has been completed.

3. **Motions:**

All motions, notices of motion, and other pleadings much comply with Local Rules 2.01, 2.02, 2.04, 2.05 and applicable Administrative Order and/or State of Illinois Statutes.

4. **Pretrial Conferences:**

All matters pending in Courtroom 204 shall be reviewed at the close of F1 discovery for assignment to a mandatory pretrial hearing. The purpose of said hearing will be to narrow issues and discuss settlement. Parties are directed to either have their clients in attendance or available by phone. If the attorneys prefer, the pretrial can be temporarily assigned to Judge Costello in Courtroom 201 for purposes of completing the pretrial.

Pretrial conferences are set at 11:00 a.m. or 1:30 p.m., depending on the nature of the case and the Court's schedule. The parties shall provide the Court with courtesy copies of their pretrial memorandums no later than seven (7) days prior to the scheduled pretrial date. Attorneys for the litigants shall be present. The parties or person(s) with complete settlement authority shall be present, or at a minimum, available by phone. Attorneys are strongly encouraged to have their clients personally present.

5. **Trial Conferences:**

Trial conferences are set at 10:00 a.m. or 1:30 p.m., depending on the nature of the case and the Court's schedule. At least seven (7) days prior to the scheduled trial conference, the attorneys for the parties shall provide the Court and shall have exchanged copies of the following:

- 1) Statement of the case;
- 2) Witness list;

- 3) Motions *in limine*;
- 4) Proposed jury instructions; and
- 5) Proposed exhibits list.

Prior to the trial conference, the trial attorneys shall engage in a conference for the purpose of narrowing the issues regarding motions *in limine*, jury instructions, and exhibits.

6. Telephone/Video Appearance via CourtCall:

All Civil Division courtrooms are equipped to provide access for telephonic courtroom appearance. Only counsel of record and self-represented litigants may appear by telephone conference unless otherwise ordered by the Court. Existing rules and procedures regarding the making of the record shall apply to proceedings at which telephone/video appearances are made. Except as provided through specific approval of Court, no remote appearance will be allowed unless it is made through CourtCall, an independent audio and video conference servicing company. Under no circumstance shall the Court bear any cost for any such telephone appearance.

Appearances utilizing CourtCall must be arranged by contacting CourtCall [phone number: 888.882.6878] or on-line [www.courtcall.com] no later than 4:00 p.m. (Woodstock, Illinois time) on the second court day preceding the court date. Persons electing to make a telephone/video appearance shall provide notice to all parties of same at least 24 hours prior to the appearance.

Courtroom 201 limits the utilization of CourtCall to non-contested matters, status dates, and the entry of previously submitted, proposed agreed orders, and is not permitted for argument on contested or briefed motions, hearings, settlement conferences, pre-trial conferences, or trials. The Court reserve the right and sole discretion to deny or suspend any person's ability to appear through CourtCall.

All Courtroom 201 matters in which a CourtCall appearance is involved are heard at **the start of the morning call at 9:00 a.m.** regardless of the time the matter was originally scheduled to be heard. It is the responsibility of the party appearing via CourtCall to dial into the system no later than five (5) minutes prior to the scheduled time to check in with the CourtCall operator and must remain on the line until the case is called by the Court. To ensure the quality of the record, the use of cellular phones, speakerphones, or phones in public places is discouraged and may be prohibited. No record of court proceedings may be made by any person or by any means outside the official court record.

Persons appearing telephonically shall state their name each time for the record when they speak and shall participate in the appearance with the same degree of courtesy and courtroom etiquette as is required for a personal appearance. Additional information is provided in Administrative Order No. 2015-11.

7. Courtesy Copies:

The Court will advise the parties when courtesy copies are necessary; otherwise it will rely upon the documents in the electronic file.

In those cases where courtesy copies are requested, they must be in the possession of the Court by the Friday before the scheduled hearing.

8. Proposed Orders:

Please follow these guidelines for submission of proposed orders:

Email to proposedorders@22ndcircuit.illinoiscourts.gov

This email is only for proposed orders in civil matters that do not require a court appearance. The email is not to be used for courtesy copies. Any documents to be filed must be handled through E-Filing with the Circuit Clerk's Office. Information regarding E-Filing can be found on the McHenry County Circuit Clerk's webpage.

The email subject line must include Case No. and assigned Judge's name. All parties to the case must be copied. The proposed order must comply with Local Court Rules and Supreme Court Rules.

Proposed orders should be submitted no less than one week before the next court date. Orders which require the Judge to review the file [such as those submitted to close estates] can take one to two weeks. The proposed order must follow any guidelines that the judge usually requires [i.e. what kinds of orders are accepted; litigant/attorney signatures, etc.].

If the proposed order is being submitted as a result of a telephonic appearance via CourtCall or at the direction of the judge, please submit the proposed order within 24 hours of that appearance and reference same in your cover email. Your cover email must not include any communication which could be interpreted as *ex parte*.

You will need to check the case online via the Attorney Portal to see if the proposed Order has been filed. We generally do not email filed orders back. The Civil Case Manager will try to advise you if a proposed Order has been rejected or modified significantly by the judge. You may want to subscribe to the "Attorney Notification Service" through the Circuit Clerk's Office, which will email you when something has been filed in one of your cases and link you to the document.

9. Interpreters:

An LEP [limited English proficient individual] may request an interpreter, whether through counsel or *pro se*, to provide language assistance. The Judge may also determine that an interpreter is appropriate for a certain proceeding and may offer to provide one. If an interpreter is needed for any proceedings that will lengthy, a Request for Interpreter form must be submitted seven days prior to that court date. For other languages a minimum of 21 days is suggested.

10. Appearance of Parties:

All parties are expected to appear for status hearings, live or via CourtCall. In those cases where a party is unable to appear, it is expected that an agreement will be reached with opposing counsel as to what information will be presented to the Court.

11. Court Reporter/Audio Record/Ordering Transcripts:

Orders for transcripts of proceedings / ER transcripts for Civil cases should be requested through Bridget Diedrich, Administrative Assistant to the Chief Judge and Supervisor of the Official Court Reporters for the 22ND Judicial Circuit or, in her absence, through the Court Administration Office, Room 355. The requestor should have the case name and number and the date of the proceedings to be transcribed. Contact information will be provided to the requestor regarding the name and direct telephone number of the Court Reporter responsible for preparation of said transcript. It is the requestor's responsibility to contact the Court Report to request the transcript preparation and to arrange payment for same.

DATED: _____



THOMAS A. MEYER
Associate Judge