

**In the Circuit Court of the 22nd Judicial Circuit
McHenry County, Illinois**

In re:) Standing Order 2023-01
)
THE PROCEDURES GOVERNING PRACTICE IN) Hon. Joel D. Berg
COURTROOM 201, CIVIL DIVISION.)

FILED
FEB 10 2023
KATHERINE M. KEEFE
MCHENRY CTY. CIR. CLK.

STANDING ORDER

PROFESSIONALISM AND CIVILITY

All who appear before the Court are reminded to act courteously and professionally. 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.

PRESENTATION OF MOTION

Except in cases of emergency, pleadings and motions should be filed with the Clerk of the Court at least seven days before presentation in open court.

COURTESY COPIES

The Court requires courtesy copies of briefs or motions only for matters that have been set for hearing. All courtesy copies should be accompanied by a cover letter which references the names of the parties, the number of the case, and the date and time of hearing. Copies of the cover letters shall be provided to all other parties of record along with any served party who has not been found in default through means which will place the letter in the possession of each at or about the same time the Court receives the same. The courtesy copies should be delivered at least seven days prior to the contested hearing.

PREPARATION AND DELIVERY OF PROPOSED ORDERS

For all small claims cases, at least forty-eight hours prior to the date on which a case is scheduled—excluding weekends and court holidays—a proposed order should be submitted electronically to the proposed order system at proposedorders@22ndCircuit.IllinoisCourts.gov.

Routine orders may be submitted at any time. When appropriate, the Court can and will rule upon routine orders without the need for any party to appear in court. Routine orders include orders for alias summons, agreed dismissal, special process server orders, and orders for alternative service of process.

Agreed orders may be submitted (a) by an attorney with an appropriate representation in open court on the record, or (b) through correspondence containing an appropriate representation by an attorney of record in the case. If the case involves a self-represented party, the proposed order must contain the endorsement of the self-represented party. The Court reserves the right to modify any such draft in whole or in part.

DRAFT ORDERS

All proposed orders—be they prior or subsequent to the court appearance and regardless of case type—should be submitted by email to: proposedorders@22ndcircuit.illinoiscourts.gov.

APPEARANCES IN OPEN COURT BY REMOTE MEANS (ZOOM)

Parties and attorneys may appear via zoom or other allowed remote means for case management conferences, status calls, and non-evidentiary hearings. Prior permission of the Court is required for parties, counsel, or witnesses to appear by remote means for evidentiary hearings, bench and jury trials, pretrial (settlement) conferences, and trial conferences.

SMALL CLAIMS MEDIATION

Commencing at 8:30 a.m. on the first Wednesday in April 2023, and at 8:30 a.m. on every Wednesday thereafter when Court is in session, the Court will hold a special call of cases filed by self-represented litigants. At this call, volunteer mediators are available to meet with the parties to help them resolve their cases.

CONTESTED MOTION HEARINGS

Contested motion hearings are set at 10:00 a.m., 1:30 p.m., or such other time as is set by the Court. The moving party shall provide the Court with courtesy copies of all briefs related to the motion no later than seven days prior to the scheduled hearing date.

PRETRIAL CONFERENCES

Parties are encouraged to engage in pretrial (settlement) conferences with the Court at the appropriate stage in litigation. The Court will make every effort to be available at the earliest date for such conferences. Depending on the nature of the case and upon request, the matter can be temporarily assigned to another judge for purposes of completing the pretrial.

Pretrial 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. The parties shall provide the Court with courtesy copies of their pretrial memorandums no later than seven days prior to the scheduled pretrial date. The Court defers the format of the pretrial memoranda to the parties so long as the memoranda provide sufficient information to educate the Court as to the nature of the dispute, plaintiff's claimed damages, and the status of settlement negotiations. Attorneys for the litigants shall be present unless allowed to appear by remote means. The parties or person(s) with complete settlement authority shall be present or, at a minimum, available by phone.

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 days prior to the scheduled trial conference, the attorneys for the parties shall provide the Court with, and shall have exchanged copies of, the following:

- 1) Statement of the case;
- 2) Witness list;
- 3) Motions *in limine*;

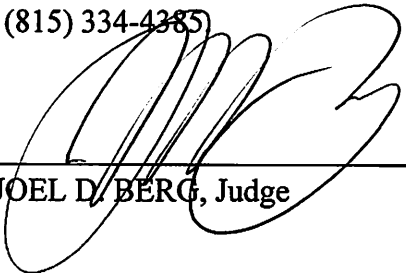
- 4) Proposed jury instructions; and
- 5) Proposed exhibits list.

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.

QUESTIONS ON SCHEDULING OR SUBMISSIONS TO THE COURT

Questions on scheduling or submissions to the Court may be directed to the Civil Case Manager in the Office of the Trial Court Administrator at telephone number (815) 334-4385

DATED: Feb. 10, 2023



JOEL D. BERG, Judge