

**IN THE CIRCUIT COURT FOR THE 22<sup>ND</sup> JUDICIAL CIRCUIT  
MCHENRY COUNTY, ILLINOIS**

**STANDING ORDER FOR CASES ASSIGNED TO  
HON. SUZANNE C. MANGIAMELE  
(Courtroom 202)**

**FILED**

**FEB 21 2023**

KATHERINE M. KEEFE  
McHENRY CTY. CIR. CLK.

**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.

**CASE ASSIGNMENT:**

Courtroom 202 is assigned the following types of cases: Mortgage Foreclosure (FC), Evictions (EV), Tax Deeds (TX), and Involuntary Mental Health Commitments (MH).

**COURT SCHEDULE AND SCHEDULING**

The Court hears Mortgage Foreclosures (FC) Monday – Thursday; Tax Deeds (TX) on Monday; and Evictions on Friday. Involuntary Mental Health Commitments are specially set by the Court. All contested matters are set by the Court.

<b>Courtroom 202 Judge Suzanne C. Mangiamele (FC, EV, TX, MH)</b>		
<b>Monday</b>	<b>9:00 a.m.</b>	<b>FC Contested, Emergency Matters set by Court</b>
	<b>10:00 a.m.</b>	<b>FC Status/Uncontested/Motions</b>
	<b>11:00 a.m.</b>	<b>TX Status/Uncontested</b>
	<b>1:30 p.m.</b>	<b>Set by Court</b>
<b>Tuesday-Thursday</b>	<b>9:00 a.m.</b>	<b>FC Contested, Emergency Matters set by Court</b>
	<b>10:00 a.m.</b>	<b>FC Uncontested/Motions</b>
	<b>11:00 a.m.</b>	<b>Set by Court</b>
	<b>1:30 p.m.</b>	<b>Set by Court</b>
<b>Friday</b>	<b>9:00 a.m.</b>	<b>EV Status/Uncontested/Motions</b>
	<b>10:00</b>	<b>Set by Court</b>
	<b>11:00</b>	<b>Set by Court</b>
	<b>1:30 p.m.</b>	<b>Set by Court</b>
<b>Monday – Friday</b>	<b>To be determined</b>	<b>MH Set by Court</b>

## FILING OF DOCUMENTS:

- A. **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. Unless otherwise ordered 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.

**Documents To Be Filed Separately:** In Mortgage Foreclosure cases (FC) Each complaint, motion, petition, notice of motion with proof of service, notice of filing, affidavit, including but not limited to affidavit of amounts due and owing, military affidavit, attorney's fees affidavit, affidavit in support of motion, and loss mitigation affidavit, certificate/statement of service, summons **with** proof of service or non-service attached, certificate of publication with publication, notice of default, certificate of sale, receipt of sale, report of sale, certificate of publication for sale, or notice of sale, shall be filed separately electronically. FAILURE TO DO SO may result in the Court requesting documents filed as separate documents.

## PRESENTATION OF MOTION

To the extent possible, pleadings and other matters to be filed with the Clerk of the Circuit Court with regard to a case, should be filed at least seven (7) days prior to the presentation of any such item in open court, so as to afford the Court sufficient opportunity to review the same.

A. **Emergency Motions.**

"True" emergency matters should be scheduled when practical on the Court's 9:00 a.m. call. Self-represented parties and counsel of record shall make a reasonable effort to notify the opposing party of the presentation and hearing of the emergency matter and file the emergency motion with the Clerk of the Circuit Court.

If the emergency matter is unable to be placed on the Court's call, counsel or the self-represented party shall plan on arriving at least 15 minutes before court and inform the clerk or court security officer in the courtroom of the motion. If counsel or self-represented party is appearing remotely, he or she shall contact Court Administration and advise Court Administration of the emergency matter by 8:30 a.m. or as circumstances permit, so Court Administration can inform the Court of the unscheduled emergency motion remote appearance before the Court. Court Administration may be reached at 815-334-4385.

## COURTESY COPIES

The Court **only** requires courtesy copies of briefs or motions related to contested matters that have been set for hearing. Courtesy copies of motions to be presented are not expected or required. Any courtesy copy 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 and shall be provided to the court at least seven (7) days prior to the hearing or as otherwise ordered. Copies of such 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.



## ORDERS

### PROPOSED ORDERS

- A. **Preparation of Order:** The party who has scheduled a motion or petition before the Court is responsible for preparation of the order. Plaintiff/Plaintiff's counsel is responsible for the preparation of all status/case management & other orders.
- B. **Format of Orders**  
Proposed orders **shall** be in Word format and able to be modified by the Court (with the exception of agreed orders).
- C. **Content of Orders:**  
Routine Matters: Orders set over for further status should include the specifics of the status such as service, pleadings, written discovery, discovery, loss mitigation, affidavit, or the like.
- D. **AGREED ORDERS**  
Drafted 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 or (c) endorsement by all parties of record. To the extent the draft involves a self-represented party, the draft should contain the endorsement of the self-represented party. The Court reserves the right to modify any such draft in whole or in part.
- E. **Submission of Orders:** **FOR ALL MATTERS** scheduled before the Court proposed orders shall be submitted electronically through the Court's proposed order system at least **2 business days** before the scheduled court date. Orders shall be submitted electronically to [proposedorders@22ndcircuit.illinoiscourts.gov](mailto:proposedorders@22ndcircuit.illinoiscourts.gov).

The Court recognizes there are circumstances in which a complex order is required following a contested hearing or trial. The Court in those instances may direct a party to resubmit the order to reflect the Court's ruling. Such orders shall be submitted no later than 24 hours following the hearing or trial or the first business day following the date on which the case was heard.

For routine matters, the Court may draft the order and file it with the clerk absent an acceptable proposed order having been presented to the Court 2 days prior to the Court date electronically to [proposedorders@22ndcircuit.illinoiscourts.gov](mailto:proposedorders@22ndcircuit.illinoiscourts.gov).

**ONLY ORDERS SHALL BE SUBMITTED THROUGH THE PROPOSED ORDER EMAIL, NOT PLEADINGS, MOTIONS, AFFIDAVITS, OR EXHIBITS**

### APPEARANCES IN OPEN COURT BY REMOTE MEANS (ZOOM)

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

To appear remotely via **Zoom**, use the following link:

Link: <https://us06web.zoom.us/my/mchenrycourtroom202>

Meeting ID: 494-916-1442

Personal Link Name: mchenrycourtroom202

Password: no password required

## CONTESTED MOTION HEARINGS

Contested motion hearings are set at 10:00 a.m. for Evictions, 9:00 a.m. for mortgage foreclosures, or other time 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 (7) 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 and the Court will make every effort to be available at the earliest date for such conference(s). 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 by the Court 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. The Court defers the format of the pretrial memorandum to the parties so long as the memorandum 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. Attorneys are strongly encouraged to have their clients personally present.

## TRIAL CONFERENCES

Trial conferences are set by the Court 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.

## 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: February 17, 2023**

  
**SUZANNE C. MANGIAMELE**  
Circuit Judge