

IN THE CIRCUIT COURT OF THE TWENTY-SECOND JUDICIAL CIRCUIT  
McHENRY COUNTY, ILLINOIS

IN RE THE MATTER OF PROCEDURES IN )  
THE FAMILY DIVISION FOR ShareFile )  
Procedures )  
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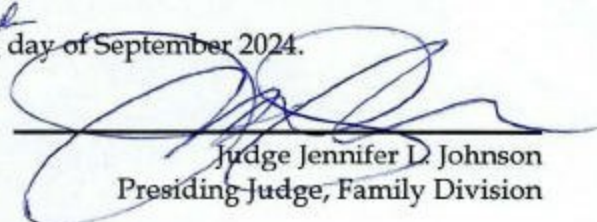
Family Division  
Standing Order 24-03

**FILED**  
SEP 20 2024  
KATHERINE M. KEEFE  
McHENRY CTY. CLK.

IT IS HEREBY ORDERED that the following shall be followed in Courtrooms 359 (Judge Johnson), 360 (Judge Altman), 361 (Judge Zalud), and 358 (Judge Lamb) concerning ShareFile Procedure.

1. **Purpose.** The purpose of this Standing Order is to provide procedures for attorneys and litigants in family division cases using ShareFile.
2. **General Description of ShareFile.** The court is capable of receiving proposed exhibits through the 22<sup>nd</sup> Judicial Circuit website, using the link for "Digital Submission of Exhibits", also known as "ShareFile."<sup>1</sup> However, this tool does not provide others in the case notice of or access to uploaded material. This tool is only used to provide the court electronic courtesy copies of exhibits in a manner that complies with current IT security guidelines.
3. **Procedure for Using ShareFile.** To ensure proper notice and a complete record, any attorney or litigant using ShareFile shall:
  - a. Provide a notice to each party, listing all proposed exhibits, identified by an exhibit number and a brief description, at least 48 hours before upload. The court may waive notice for good cause shown.
  - b. Any exhibits uploaded to ShareFile must have been previously provided to the other parties or produced at least 48 hours prior to upload.
  - c. The notice and document production required by this order shall be done in compliance with Ill. Sup. Ct. R. 11 and 12, including the filing of a Certificate of Service with the Clerk of the Circuit Court.
4. **Discovery Obligations.** This order does not modify any obligation related to financial affidavits or discovery required by supreme court rules, statues, or local rules.
5. **Effective date.** The effective date of this order October 1, 2024.

So entered and ordered this 20<sup>th</sup> day of September 2024.

  
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Judge Jennifer D. Johnson  
Presiding Judge, Family Division

<sup>1</sup> <https://www.22ndcircuitil.gov/digital-submission-of-exhibits/>