

**CIRCUIT COURT OF THE 22ND JUDICIAL CIRCUIT
MCHENRY COUNTY, ILLINOIS**

FILED
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KATHERINE M. KEEPE
MCHENRY CTY. CIR. CLK.

STANDING ORDER
For cases assigned to Hon. Jeffrey L. Hirsch
Family IV Call — Courtroom 358

This Standing Order applies to all cases assigned to Judge Jeffrey L. Hirsch, presiding over the Family IV Call. This Standing Order provides information and directives to attorneys and self-represented litigants to promote fair, consistent, and efficient management of cases before the court.

PART I. DAILY COURT SCHEDULE

1.1. Cases shall be scheduled and heard in the following order:

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| 9:00 am | (OP) Summons return and motions for Order of Protection cases: orders of protection, stalking no contact orders, civil no contact orders, and firearm protection orders. |
| 9:30 am Mon — Thurs. only | (FA)(DC/CN) Summons return, petitions and motions, and case management for Family and Dissolution of Marriage cases. |
| 10:00 am Tues — Thurs. only | (DC/DN) Agreed prove-up hearings for Dissolution of Marriage cases. |
| 10:00, 10:30 & 11:00 am | Hearings, contested motions, and pretrial settlement conferences. |
| 1:30 pm | Hearings and Trials. |
| 10:00 am 1 st , 2 nd & 3 rd Fri. only 8:30 am 4 th & 5 th Fri. only | (FA) (HFS Child Support) Summons return, motions, and case management for Family cases where the Illinois Attorney General on behalf of the Illinois Department of Healthcare and Family Services has intervened and/or initiated a child support complaint, modification, or enforcement action. |
| 1:15 pm Mon. only | (AD) Adoptions. |

- 1.2. Any action for an order of protection is an expedited proceeding. Continuances may be granted for good cause and kept to the minimum reasonable duration considering the reason(s) for the continuance.
- 1.3. Status dates must identify a specific purpose and agenda to progress the litigation.
- 1.4. Proposed orders shall be submitted by the moving party without delay following their court appearance and no later than 2:00 p.m. on the same day. Proposed orders may be submitted electronically by email at familydivision@22ndcircuit.illinoiscourts.gov. Failure to comply may result in sanctions.

PART II. Remote Court Proceedings

- 2.1. Remote court proceedings shall be held in accordance with Circuit Court Rule 22 and Illinois Supreme Court Rules 45 and 241. The court shall impose appropriate safeguards to ensure adequate participation, proper courtroom decorum, and a fair hearing for all parties involved. Courtroom 358's Zoom meeting room is accessible from the McHenry County Circuit Court Clerk website at www.mchenrycircuitclerk.org.
- 2.2. If a remote hearing is allowed, the court shall require parties to submit proposed exhibits in an electronic format through the court's digital exhibit submission portal accessible at www.22ndcircuitil.gov/digital-submission-of-exhibits. Any party who submits electronic exhibits shall immediately serve a complete copy of those exhibits to the opposing party and file a proof of service.
- 2.3. **ORDER OF PROTECTION CASES (OP).**

In any designated "OP" case, the court shall offer the petitioner the option of a remote hearing. A party shall notify the court at the earliest opportunity possible of their request to participate in a remote court hearing. The court has discretion to grant or deny a request for a remote hearing.

A witness (other than a party) may not appear remotely to testify without prior approval of the court and appropriate safeguards. Motions to allow remote testimony must show good cause why the witness cannot appear in person and identify any documents or other exhibits which may be presented to the witness. The motion shall be presented at the earliest opportunity possible with proper notice, but no later than five days before the hearing date absent exigent circumstances.

- 2.4. **ALL OTHER CASES (FA, DC, DN, & AD)**. All hearings and trials in all other types of cases shall occur in person, unless excused by the court for good cause. Motions for a remote hearing must show good cause why a party or witnesses cannot appear in person and identify any documents and other exhibits which may be presented to a witness. The motion shall be presented at the earliest opportunity possible with proper notice, but no later than ten days before the hearing date absent exigent circumstances.

PART III. Agreed Prove-up Hearings

- 3.1. All prove-up hearings shall occur in person, unless excused by the court for good cause and appropriate safeguards.
- 3.2. A motion for a remote prove-up hearing must show good cause why the parties cannot appear in person. The motion shall be presented at the earliest opportunity possible with proper notice, but no later than five days before the hearing date. If the motion is granted, the parties shall submit prove-up documents in a PDF format via email at familydivision@22ndcircuit.illinoiscourts.gov at least 48 hours in advance.
- 3.3. Agreed prove-up hearings shall establish through testimony and stipulation the validity of written agreements between the parties and sufficient factual bases justifying the relief sought in accordance with the provisions of the Illinois Marriage and Dissolution of Marriage Act. Attorneys are expected to conduct an efficient hearing towards that end and for no other purpose.
- 3.4. Parties shall submit the following prove-up documents as applicable: (a) judgment of dissolution of marriage; (b) agreed parenting plan and judgment allocating parental responsibilities; (c) marital settlement agreement; (d) order for support and maintenance with statutory guideline calculations; (e) income withholding order; and (f) domestic relations orders. The court highly encourages parties to submit all supplemental orders, including domestic relations orders, in conjunction with and at the same time as entry of judgment. The court may defer entry of judgment until all such orders are submitted.


PART IV. PRETRIAL AND TRIAL CONFERENCES

- 4.1. **Pretrial Settlement Conference**. Pretrial settlement conferences may be scheduled once the parties are at issue and have substantially complied with their case management order. Attorneys and self-represented litigants must be prepared with

sufficient knowledge and settlement authority to conduct a meaningful pretrial settlement conference. Unless excused by the court, a pretrial settlement memorandum shall be submitted to the court at least 48 hours in advance. The memorandum must identify the nature of the case, contain a summary of contested issues and any material factual disputes, identify stipulations, cite statutory and case law authority, and state settlement positions. Pretrial settlement conferences shall be deemed settlement negotiations and shall not be admissible in evidence. The court may make settlement recommendations. The court may not permit more than one pretrial settlement conference for each cause of action, unless it is shown there has been a change in circumstances or a change in applicable law.

- 4.2. Pretrial Settlement Conference with another Family Division Judge. The court may temporarily assign a case to another Family Division judge for purposes of a pretrial settlement conference only.
- 4.3. Trial Conference. The court may conduct a trial conference prior to any contested hearing or trial in any FA, DC, DN, or AD case. Attorneys and self-represented litigants must be prepared with sufficient knowledge and authority to conduct a meaningful trial conference. A trial conference memorandum must be submitted to the court at least 48 hours in advance. The memorandum must include a statement of the case, proposed stipulations, witness list, and exhibit list. At least seven days prior to the trial conference, the parties shall exchange witness lists and exhibits. Exhibits shall be pre-marked, organized, indexed, and prepared electronically in a PDF format. Summary exhibits are encouraged. Proposed exhibits shall be submitted through the digital exhibit submission portal accessible at www.22ndcircuitil.gov/digital-submission-of-exhibits.

ENTERED this 14th day of February, 2024.



Judge Jeffrey L. Hirsch