

STANDING ORDER NO. 1

COURTROOM 426 – CIVIL CASES

Effective immediately, the following protocols shall apply to civil cases pending in Winnebago County, Illinois - Courtroom 426:

1. Status Hearings, Case Management Conferences, Motion Presentment Hearings

(A) **Mode of Appearance.** Pursuant to Illinois Supreme Court Rule 45 (eff. 1/1/23), attorneys and parties may appear for any civil case status hearing, case management conference or motion presentment hearing either in person or by video (virtually), or in any combination thereof.

Note: Supreme Court Rule 45 covers nontestimonial court appearances only. The Mode of Hearing for any specially set evidentiary hearing will be determined, in the court's discretion, at the time of scheduling. (Ill. S. C. R. 45(c)).

(B) **No Courtesy Copies of Motions.** Do not submit courtesy copies of motions to the presiding judge in advance of the motion presentment hearing. The necessity of courtesy copies of motions and memoranda will be determined, in the discretion of court, at the time of the motion presentment hearing.

(C) **Virtual Appearance Meeting Information and User Name.** Until further notice, all virtual hearings will be conducted using the Zoom platform. The meeting identification number necessary to join the court's standing monthly Zoom meeting is available through the Winnebago County Circuit Clerk's Office (815-319-4550). Attorneys and parties joining a virtual hearing shall use his/her proper name (first and last) so the court can admit necessary parties and attorneys from the Zoom waiting room as each case is called.

(D) **Rule 218 Case Management Order.** Following each status hearing or case management conference, the attorneys of record and self-represented parties, if any, shall submit Rule 218 Case Management Order (form attached) which reflects case progress and status through the date of submission, goals for the next court date and the next court date. Counsel and parties shall use only the attached Rule 218 Case Management Order. The approved Rule 218 Case Management Order is available in fillable form on the 17th Judicial Circuit website. Non-compliant orders will be rejected.

2. **Agreed Orders (applicable only for cases pending less than 12 months)**

Attorneys of record and self-represented parties, if any, shall confer prior to the next scheduled status hearing, case management conference and/or motion presentment hearing to determine whether the matter can be handled via an agreed order, and all matters that can be so handled shall be disposed of via agreed order. **Do not email proposed agreed orders to the presiding judge, the Trial Court Administrator or the Circuit Clerk.** All proposed agreed orders shall be clearly identified as "Agreed" and shall be e-filed through the Winnebago County e-filing system (Odyssey).

When filing agreed orders, the attorneys and parties shall submit a proposed Agreed Rule 218 Case Management Order (form attached). The agreed order shall reflect case progress and status through the date of submission, goals for the next court date and a future court date. Contact the Winnebago County Circuit Clerk's Office (815-319-4550) for available status and case management dates. Hearing dates for oral arguments and evidentiary hearings must be secured from the presiding judge in open court. The next court date shall be no more than 120 days from the date of filing.

Cases scheduled for jury trial, bench trial or other evidentiary hearing may not be continued by agreement of the parties. In the event a continuance is desired, one or both parties shall file and present a motion to continue which complies with Illinois Code of Civil Procedure and applicable Supreme Court Rules.

3. **Agreed HIPAA Orders**

Agreed HIPAA Orders may be e-filed using the Winnebago County e-filing system provided the proposed Agreed HIPAA Order bears the signature of counsel for the party whose medical records are at issue.

4. **Virtual Hearings**

Unless otherwise ordered by the court, at least three (3) business days before any scheduled virtual hearing, the parties shall exchange and submit a copy of all proposed exhibits to the Court in one of two ways: (i) a hard copy delivered in care of the Assistant Trial Court Administrator Marie Hagerman; or (ii) by e-filing using the Winnebago County e-filing system. Absent prior authorization, do not email exhibits to the presiding judge. Whether hardcopy or e-filed, all exhibits shall be separately labeled and paginated. This shall be done through a cover page which shall include the name/title of the submitting party, an Exhibit number or letter, a short description, and a case number. Again, each exhibit shall be separately paginated. For example: Pl. Ex. A, p. 1.

Entered 11/20/24

SO ORDERED

RR #30

JUDGE OF THE CIRCUIT COURT

**STATE OF ILLINOIS
IN THE CIRCUIT COURT OF THE 17TH JUDICIAL CIRCUIT
COUNTY OF WINNEBAGO**

)	
)	
vs.	Plaintiff/Petitioner,)	Case No.
)	
)	
	Defendant/Respondent.)	Case Filing Date:

RULE 218 CASE MANAGEMENT ORDER

This matter coming before the Court for case management, it is hereby ORDERED:

1. The status of the case is as follows (check all that apply):

Parties at issue:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Written discovery:	<input type="checkbox"/> In Progress	<input type="checkbox"/> Completed
Rule 213(f)(1) depositions:	<input type="checkbox"/> In progress	<input type="checkbox"/> Completed
Rule 213(f)(2) depositions:	<input type="checkbox"/> In progress	<input type="checkbox"/> Completed

2. Existing discovery scheduling deadlines and closure dates:
 - Closure date for Rule 213(f)(1) discovery: _____.
 - Closure date for Rule 213(f)(2) discovery: _____.
 - Rule 213(f)(3) discovery (not applicable; not anticipated).
 - All pretrial discovery is complete and discovery is closed.

3. Rule 213(f)(3) disclosure and deposition schedule (if applicable):
 - Plaintiff's Rule 213(f)(3) disclosure date: _____.
 - Completion date for Plaintiff's Rule 213(f)(3) witnesses: _____.
 - Defendant's Rule 213(f)(3) disclosure date: _____.
 - Completion date for Defendant's Rule 213(f)(3) witnesses: _____.

4. Next interim case management date: _____.
- Final case management date: _____.
- Final Pretrial Conference Date: _____.
- Trial date (jury/bench): _____.

5. Other:

DATED: _____

JUDGE: _____

Attorney for Plaintiff(s)

Attorney for Defendant(s)