

IN THE CIRCUIT COURT OF THE 21ST JUDICIAL CIRCUIT
KANKAKEE COUNTY, STATE OF ILLINOIS

STANDING ORDER: PRE-TRIAL PROCEDURE COURTROOM 204

Courtroom 204 is the civil jury room for Kankakee County. It is the site of all civil jury trials: LM, LA, SC, MR, PR, ED, CL, CH non-mortgage foreclosure, and TROs. Courtroom 204 is the ADA designated jury courtroom being fully accessible for jurors, attorneys, and the public where steps pose an impediment to participation in court proceedings.

SCHEDULING

All scheduling is handled by the judge's clerk due to software limitations. The clerk has authority to schedule matters allowed on the 9:00 call. Emergency matters can only be scheduled with the court's permission by calling the clerk. Matters requiring Illinois Supreme Court Rule 11 notice must comply with notice requirements including time requirements contained in the Rule.

The 9:00 call is for matters disposed of within five (5) minutes. Matters requiring more than 5 minutes shall be set by the court at the 9:00 call for hearing on another date and time.

COURT APPEARANCES

Court appearances are in person. Appearance by Zoom is at the court's discretion with prior approval. The court may revoke Zoom privileges for attorneys or litigants who abuse the privilege through their behavior or inattention.

Zoom Meeting ID: 204 999 2049 **Zoom Password:** lpcourt#1

Any 9:00 call appearance may be by Zoom without prior court approval. The court logs onto Zoom for every 9:00 call. The court calls cases for attorneys present in the courtroom prior to calling cases for attorneys appearing via Zoom. For all other court calls, the court does not log on to Zoom unless there is prior permission and prior arrangement with the clerk for the Zoom appearance.

Written motions must be filed to request remote testimony and set for hearing. The remote witness environment is an extension of the courtroom and proper and appropriate safeguards are required.

CASE MANAGEMENT

Upon filing a new case, an initial status date is automatically set on the 9:00 call within sixty (60) days. The initial status date determines if the parties are at issue. If so, the court sets a Case Management Date. If not, the court sets a Case Management date when the parties are at issue or 182 days after filing whichever occurs first.

Counsel **must** appear at Case Management Conferences. Proposed Case Management Orders shall be submitted to the court for review at least 2 days prior to the Case Management Date. Parties must use the Case Management Order Form. Agreed HIPPA orders may be submitted for entry without the need for a court date.

If agreed, Case Management is set on the 9:00 call and counsel may appear via zoom. Agreed Case Management Orders must be signed by counsel. If there is disagreement, Case Management is set on the 9:30 call, counsel shall appear in person, and an in-person conference is required outside the court's presence. The court will recall the case and if counsel still cannot agree, the court will conference with the attorneys and enter a Case Management Order.

Due to Illinois Supreme Court Time Standards, any modification or request for extension of the Case Management Order requires a written motion and hearing.

At the Case Management date, the court sets a discovery status date to monitor progress. If parties are unable to comply with discovery deadlines, a written motion for extension of time (filed prior to the deadline) and hearing is required.

Kankakee County does not have e-filing capability. All orders can be submitted to ipcourtesy@k3county.net with all parties of record copied on the e-mail. This e-mail is for orders and courtesy copies only. There should be no other communication and there is no response from this e-mail. Courtesy copies sent to this email must be sent **at least 2 weeks** prior to hearing.

JURY TRIALS

Jury dates for the year are published by the Chief Judge. Jury trials begin on Monday and jurors are only summoned on the Monday for that jury week. Jury trials start at 10:00 AM.

All pre-trial motions and *Motions in Limine* are presented and heard at the final pre-trial. The court does entertain motions on the day of trial. At the final pre-trial, parties present motions, exchange exhibits and jury instructions, submit an agreed statement of the case, and present Rule 237 notice and evidence deposition objections for ruling. Parties must submit electronic courtesy copies (hyperlinks encouraged) at least 2 weeks prior to the final pre-trial. Submit to ipcourtesy@k3county.net with all counsel of record copied on e-mail.

Our historic courthouse was built in 1910 and is inconvenient for the use of modern technology. Parties must supply their own audio/video equipment for presentation to the court and/or jury. The court is accommodating in this regard and attorneys must contact the clerk who arranges admission and scheduling with building administration. The historic courthouse does not afford complete segregation of the jury. Lawyers are expected to instruct their clients to avoid contact with all jurors at all times.

Effective July 5, 2022

/s/ Lindsay Parkhurst
Kankakee County Circuit Judge