

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

STANDING ORDER COURTROOM 204: Judge Parkhurst

Courtroom 204 is the civil jury courtroom for Kankakee County—CH non-mortgage foreclosure, ED, LA, LM—jury, MH, MR—jury or money damages, SC—jury, and TX cases. Courtroom 204 is ADA compliant.

- **SCHEDULING**

All scheduling is handled by the judge's clerk—Trish Entwistle 815-936-5740. The clerk has authority to schedule matters allowed on the 9:00 a.m. 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 a.m. 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 a.m. call for hearing on another date and time.

- **COURT APPEARANCES**

Any 9:00 a.m. appearance may be by Zoom without prior court approval. The court logs onto Zoom for every 9:00 a.m. call. The court calls cases for attorneys present in the courtroom prior to calling cases for attorneys appearing via Zoom.

Court appearances at all other times including jury trials, bench trials, and evidentiary hearings are in person. The court with prior approval and at its discretion may waive an in person appearance and allow an appearance via Zoom. The court may revoke Zoom privileges for any person who abuses the privilege through behavior or inattention.

Zoom Meeting ID: 204 999 2049

Zoom Password: lpcourt#1

The court logs off of Zoom after the 9:00 a.m. call. The court only logs back onto Zoom when there is prior permission for a Zoom appearance with prior arrangements made with the clerk.

Written motions are required for remote witness testimony. The remote witness environment is an extension of the courtroom and proper and appropriate safeguards are required.

- **CASE MANAGEMENT**

At the time of filing, an initial Case Management Conference date is automatically set on the 9:00 a.m. call within sixty (60) days and this date is stamped on the front of the Complaint. The initial Case Management Order is due 182 days after filing.

Counsel **must** appear at Case Management Conferences.

Parties must use Judge Parkhurst's Case Management Order Forms on the Kankakee County Circuit Clerk's Website: <https://kankakeecountycircuitclerk.com/>

Agreed HIPPA orders may be submitted for entry without the need for a court date and must be signed by all counsel.

If counsel cannot agree to a Case Management Order, the matter will be set at 9:30 and counsel shall appear in person. The court will require an in-person conference outside the court's presence and if counsel still cannot agree, the court will conference with the attorneys and enter a Case Management Order.

For any court cases filed on or January 1st, 2022, a written motion and hearing is required to modify or extend the Case Management Order.

Currently, Kankakee County does not have e-filing for orders. All orders may be submitted to ipcourtesy@k3county.net with all parties of record copied on the e-mail to avoid ex parte communication. This e-mail is for orders and courtesy copies only. There should be no other communication and there is usually no response from this e-mail unless an order or courtesy copy is rejected.

Briefs shall be limited to 15 pages not including exhibits. Exhibits over 20 pages must be submitted by hard copy. Briefs and Exhibits shall be submitted **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.

Parties must supply their own audio/video equipment for presentation to the court and/or jury. The court is accommodating. Attorneys must contact the clerk to arrange admission and scheduling with building administration. The 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 February 1, 2023

/s/ Lindsay Parkhurst
Lindsay Parkhurst Circuit Judge