

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

STANDING ORDER JUDGE PARKHURST COURTROOM 204

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

- **SCHEDULING**

Judge's Clerk: Tricia Entwistle 815-936-5740. Clerk handles all scheduling including authority to schedule matters not allowed on the 9:00 a.m. call.

Emergency matters require court permission and setting by Judge's Clerk. Matters requiring Illinois Supreme Court Rule 11 notice must comply with notice requirements including time requirements contained in the Rule.

9:00 am Call: status, case management conferences, and matters easily disposed of within 5 minutes. All other matters shall be presented to the court at the 9:00 a.m. call and set for briefing and/or hearing on another date/time.

- **COURT APPEARANCES**

9:00 a.m. Call: appearances may be by Zoom without prior court approval. The court logs onto Zoom for every 9:00 a.m. call. Cases are called for attorneys present in the courtroom prior to attorneys appearing via Zoom.

All other Calls: court appearances **at all other times** including jury trials, bench trials, and evidentiary hearings **are in person**. The court may waive in person appearances at its discretion with prior court approval and scheduling with the clerk. The court may revoke Zoom privileges for any person who abuses the privilege through behavior, inattention, or otherwise.

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 for pre-approved Zoom appearances set with Clerk.

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

- **CASE MANAGEMENT**

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

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

Parties shall use Judge Parkhurst's CMO Forms on the Kankakee County Circuit Clerk's Website: <https://kankakeecountycircuitclerk.com/>

Agreed HIPPA orders signed by all counsel may be submitted for entry without a court date to ipcourtesy@k3county.net All counsel must be included on e-mail submissions to **avoid ex parte communication**.

The court encourages agreed CMOs, but if counsel cannot agree, an **in-person** CMO conference will be set at 9:30 a.m. The court requires counsel to confer in-person outside the court's presence and if counsel still cannot agree, the court will enter a CMO after conference with the attorneys.

Cases filed on or after January 1st, 2022, a trial date will be set at least 6 months prior to the Illinois Supreme Court Time Standards for Case Closure.

Submit all orders to ipcourtsey@k3county.net for filing. Kankakee County does not have e-filing for orders. All counsel/parties of record must be copied on any e-mails to **avoid ex parte communication**. This e-mail is for orders, courtesy copies, and decisions only. There is no other communication and usually no response from this e-mail unless an order or courtesy copy is rejected. **To receive a free copy of orders, e-mail address must be on the order.**

Briefs shall be limited to 15 pages not including exhibits. Briefs including 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 Monday for that jury week. Jury trials start at 10:00 AM.

The court does not entertain motions on the day of trial. All pre-trial motions and *Motions in Limine* are presented and heard at the final pre-trial.

Final Pre-trial: present *Motions in Limine*, exchange exhibits, preliminary jury instructions exchange and review, submit agreed statement of the case, and present Rule 237 notice and evidence deposition objections for ruling. *Motions in Limine* may be submitted in hard copy or electronically at least 2 weeks prior to the final pre-trial. Submit to ipcourtesy@k3county.net with all counsel of record copied on e-mail to avoid ex parte communication.

Parties must supply their own audio/video equipment for presentation to the court and/or jury. The court is accommodating. Contact 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 September 1, 2023

/s/ Lindsay Parkhurst
Lindsay Parkhurst Circuit Judge