

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, EV, LA, LM/Jury, MR/Jury or money damages, SC/Jury, TX cases.

JUDGE'S CLERK: Tricia Entwistle 815-936-5740. tentwistle@k3county.net 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. All appearances at 9:00 am 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.

ZOOM: The court may revoke Zoom privileges for any person who abuses the privilege through behavior, inattention, or otherwise.

Zoom Meeting ID: 204 999 2049 (no password)

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.

ALL OTHER CALLS: court appearances **at all other times** (not the 9:00 am call) 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.

CASE MANAGEMENT: Initial Case Management Conference (CMC) date is automatically set on the 9:00 a.m. call within 60 days of filing and CMC date is stamped on the front of the Complaint. The initial Case Management Order (CMO) is due 182 days after filing—regardless of service.

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

Parties shall use Judge Parkhurst's Rule 218 CMOs on Kankakee County Circuit Clerk's Website: <https://kankakeecountycircuitclerk.com/> CMOs must be signed by all counsel. Electronic signatures are acceptable.

The court encourages agreed CMOs, but if counsel cannot agree, the court sets an **in-person** CMO conference 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 enters a CMO after conference with the attorneys.

AGREED HIPPA: HIPPA orders signed by all counsel may be submitted for entry without a court date to lpcourtesy@k3county.net Electronic Signatures are acceptable.

Trial Dates: When the trial is set, the court enters a Trial Date Order. The court adheres to the **Illinois Supreme Court Time Standards for Case Closure** deadlines and will set trials accordingly.
<https://ilcourtsaudio.blob.core.windows.net/antilles-resources/resources/a15897fc-92a2-43af-9838-add108d077bc/Time%20Standards%20for%20Case%20Closure%20Policy.pdf>

Orders: Kankakee does not have E-Filing of orders. Submit all orders to lpcourtesy@k3county.net for filing. All counsel/parties of record must be copied on any e-mails to **AVOID EX PARTE COMMUNICATION.**

Orders must contain submitting lawyer/firm name, address, phone, e-mail, and ARDC #. **To receive a free copy of orders, e-mail addresses must be on the order.**

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

BRIEFS: shall be limited to 15 pages not including exhibits. For brief packets containing a brief over 20 pages (counting the attached exhibits), hard copies of all briefs must be submitted to the Judge at least 7 court days (preferably 2 weeks) prior to the hearing. 1 complete hard copy brief packet must be submitted—not piecemeal submissions.

FINAL PRE-TRIAL: *Motions in Limine*, exhibits (exchanged), stipulations, preliminary jury instruction conference, agreed statement of the case, and ruling on Rule 237 notice and evidence depositions are addressed. Submit all pre-trial packets to Judge Parkhurst in hard copy 2 weeks prior to the final pre-trial.

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.

There is an evidence podium in the courtroom, but parties must supply their own laptop or tablet to use the evidence audio/video equipment for presentation to the court and/or jury. The court is accommodating to requests to use other audio/visual equipment supplied by the parties.

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 May 1, 2024

/s/ Lindsay Parkhurst
Lindsay Parkhurst Circuit Judge