

## STANDING ORDER ON COURTROOM PROCEDURES

Honorable Stephen L. Krentz – CR 113

In order to promote the more efficient management of the court's docket, the following procedural guidelines are enacted for all civil cases scheduled to be heard in courtroom 113:

**A. Remote Appearances ARE allowed for status calls and uncontested matters.** Consistent with Local Rule 2023-01, counsel and litigants are allowed to appear remotely via Zoom® without prior court approval on status calls and uncontested matters. Instructions for attending court remotely along with the court's expectations for conduct and etiquette while appearing remotely may be found on the Kendall County government website located at [www.kendallcountyil.gov](http://www.kendallcountyil.gov) under the Offices → Judiciary → Remote Court Appearances pull down menus.

**B. Remote Appearance are NOT allowed for contested matters.** Unless a remote appearance is approved in advance, all parties and witnesses are required to be present in open court to participate in all contested matters. To appear remotely, good cause must be shown and a written order entered consistent with Supreme Court Rule 241. The court will not consider documents presented at a remote hearing unless they are already included within the official record or unless courtesy copies were previously delivered to all opposing parties and the court in advance.

**C. Procedures for presenting orders after appearing remotely.** All orders resulting from remote appearances *must be e-filed* via Odyssey EfileIL. The court will not accept orders via email. Further, orders must be e-filed the same day the matter is heard in court, preferably by 1:00 p.m., but in no event later than 3:00 p.m. Failure to do so prevents the order from being file-stamped the same day it is heard in court. This creates unnecessary work for clerical staff and results in time-date discrepancies in the court record. Non-compliance may result in dismissal of the matter for want of prosecution, and repeated non-compliance may result in suspension of the right to appear remotely.

**D. Rules specific to Small Claims (SC) cases.** Counsel and litigants may appear remotely on all small claims matters without leave of court, except for bench trials. The court will entertain oral motions to appear remotely at bench trials, however, good cause must be shown. Out of state witnesses are typically allowed to appear remotely, however, advanced court approval is still required.

**All counsel appearing remotely on small cases must submit proposed orders in advance.** All such orders must be *emailed* (not e-filed) to the circuit clerk's office at [circuitclerkorders@kendallcountyil.gov](mailto:circuitclerkorders@kendallcountyil.gov). Orders must be received no later than 4:00 p.m. on the day *prior* to the scheduled hearing. Small Claims orders must be submitted in alphanumeric order in *one combined document*, preferably a .pdf file. The court is prepared to check boxes, add dates, or make other minor changes to proposed orders as the cases are called. The presentation of alternative proposed orders is permitted. All proposed orders must be pre-dated with the date the case is scheduled to be heard in court. Repeated disregard of this requirement will result in termination of the right to appear remotely.

**E. Off-Call agreed orders - E-filing required.** The court will consider the entry of dismissal orders or routine *agreed* orders off-call, at any time. All such orders may be presented electronically, but *only* via Odyssey EfileIL. Orders represented by counsel to be agreed need not be individually signed by all counsel of record, however, signatures of unrepresented litigants must appear on any proposed off-call agreed orders. Prior to submitting a proposed order setting a future court date, counsel must first confirm the availability of the requested date from the circuit clerk's office or the court administrator. The order must also strike any future scheduled dates for which a court appearance will no longer be required.

**F. Minute orders.** Upon request, the court will consider entering a minute order into the docket in lieu of a written court order. Minute orders are allowed only in limited circumstances, such as where additional time is needed to submit a conforming order following resolution of a contested hearing.

**G. Courtesy copies required.** Whenever a matter is scheduled for hearing on a contested motion, the *moving party* is required to deliver to the court courtesy copies of the motion at issue, the pleading being challenged, if applicable, and copies of all briefs in support of or in opposition thereto. Unless otherwise ordered, courtesy copies must be mailed or hand delivered (not emailed) to the court administrator at least seven (7) days prior to the scheduled hearing. Failure to submit courtesy copies in advance may result in cancellation of the hearing.

**H. Pre-trial settlement conferences.** Counsel are expected to appear in person for pre-trial settlement conferences. Parties and persons with settlement authority are (typically) not allowed to participate but are encouraged to be available by phone. Pre-trial memoranda are expected approximately three (3) days in advance. Memoranda totaling five (5) pages or less may be emailed to [skrentz@kendallcountyil.gov](mailto:skrentz@kendallcountyil.gov), more lengthy documents and attachments should be mailed or hand delivered to the court administrator. All pretrial submissions are retained as judges notes and will not be filed in the official court record. No submission will be deemed confidential unless so marked, and doing so is conditioned upon counsel first obtaining advance permission from all other parties of record.

**I. File stamped copies of signed orders.** It is the responsibility of counsel and/or litigants to obtain file stamped copies of orders. Typically, the court will not direct the Circuit Clerk to mail or email copies of signed orders solely for the convenience of litigants or counsel. Electronic copies of orders may be requested directly from I2File, or through a paid JANO subscription service. When the court does direct the clerk to forward copies of file stamped orders, the clerk will typically be obligated to do so by email only. Orders will be sent only to the email addresses listed on the most recent appearances of record. Additional emails will be provided to counsel within the same firm, but only if they have filed an additional appearance.

**J. Time Standards for Case Closure.** Counsel are expected to strictly comply with the “Time Standards for Case Closure in Illinois Courts” promulgated by the Supreme Court under M.R. 31288. With very few exceptions, all cases filed after January 1, 2022 will be scheduled to ensure that final judgment is entered prior to the expiration of the statewide standards set forth therein. Toward that end, counsel may be compelled to proceed with discovery concurrent with dispositive motion practice. Counsel are encouraged to pursue the entry of narrowly tailored discovery orders to facilitate that process. Agreed discovery orders may be submitted any time and without notice via Odyssey EfileIL. Absent extraordinary circumstances, incomplete discovery, unresolved dispositive motion practice and/or scheduling conflicts with expert witnesses are unlikely to be considered sufficient cause to continue a previously scheduled trial date. The court is only able to designate one week per month for jury trials. In order to comply with M.R. 31288, it may be necessary for the court to schedule more than one case for trial in any given jury week. Cases that are compliant with Supreme Court time standards will enjoy scheduling priority over cases that are non-compliant.