

# STANDING ORDER ON COURTROOM PROCEDURES

Honorable Carlo D. Colosimo – CR 111

To promote the more efficient management of the court's docket, the following procedural guidelines are enacted for all cases scheduled to be heard in courtroom 111:

**A. Remote Appearances are allowed for status call and uncontested matters at 9:00 AM ONLY.** 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. The allowable Zoom appearances are limited to Monday, Tuesdays, Thursdays, and Fridays at 9:00 AM, ONLY. All other appearances shall be in person. 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.

## **Rules for Remote Appearances:**

- All parties are to remain muted and have their camera off until addressed by the court.
- Attorneys present in person, in open court, will be called prior to the court calling any cases on Zoom.
- Proper courtroom attire and decorum shall be used when present on Zoom.
- When called by the court your audio and video must be turned on. Audio and video are required to appear on Zoom.
- If you are operating a motor vehicle when you appear on Zoom, your case will be passed until you can safely park the vehicle.
- Your name must appear on the screen when logging into Zoom, no nicknames or "iphone", etc. designations.

**B. Remote Appearance are NOT allowed for contested matters.** Unless a remote appearance is approved by the court 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 must be 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 PM., but in no event later than 3:00 PM. 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. 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 all 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.

**E. Minute orders.** Minute order will not be entered in any case.

**F. 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.

**G. Pre-trial settlement conferences.** Counsel are expected to appear **in person** for pre-trial settlement conferences. Parties are not allowed to participate but are encouraged to be available in person or by phone. Pre-trial memoranda are expected approximately three (3) days in advance. Memoranda totaling five (5) pages or less may be emailed to [ccolosimo@kendallcountyil.gov](mailto:ccolosimo@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.

**H. File stamped copies of signed orders.** It is the responsibility of counsel and/or litigants to obtain file stamped copies of orders. 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.

**I. 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 motion practice. Counsel are encouraged to pursue the entry of narrowly tailored discovery orders to facilitate that process. Absent extraordinary circumstances, incomplete discovery, unresolved dispositive motion practice and/or scheduling conflicts with witnesses are unlikely to be considered sufficient cause to continue a previously scheduled trial date.