

Courtroom Procedures - CR 112

A. Non-evidentiary and non-contested matters. Pursuant to Administrative Order 20-19, counsel and litigants are allowed to appear remotely via Zoom® without prior court approval on non-evidentiary and uncontested matters. Instructions for attending court remotely, along with the court's Policy on Remote Appearances setting forth expectations for conduct and etiquette while appearing remotely may be found on the Kendall County government website located at www.kendallcountyil.gov under the Offices_Judiciary_Remote Court Appearances pull down menus. To facilitate remote access, the court will initiate an open Zoom® meeting at 9:00 a.m. each day court is in session. Remote appearances are approved for the following proceedings:

1. Status Dates.
2. Case Management Conference dates.
3. Presentment of agreed orders.
4. Setting of dates for contested matters, Pretrial Conferences, and trial Dates.

B. Evidentiary and contested matters: Counsel and litigants are required to be present in court to participate in all evidentiary hearings and other contested matters. Accordingly, the parties are prohibited from filing notices requesting immediate Zoom® hearings. The following matters require appearances in court:

1. First Appearances on contested Motions, unless parties have agreed otherwise.
2. Return of Rule to Show Cause.
3. Matters previously set for hearing.
4. Trials.
5. Any other matters not specifically set forth in Paragraph A above

C. Agreed Orders-Efiling: The court will consider the entry of routine agreed orders off call, at any time, provided the order is signed by the litigants and/or counsel of record. Unless otherwise directed, all proposed orders must be uploaded via Odyssey EfileIL. Once entered, it shall be the responsibility of the parties to obtain copies; electronic orders will not be mailed to the parties. 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 proposed order may be rejected.

D. Deadline for entry of electronic orders. Orders resulting from remote appearances must be prepared by the moving party and submitted electronically (see above) no later than 2:00 p.m. on the same date of the remote appearance. Failure to do so may result in sanctions, including dismissal of the matter pending before the court.