

## STANDING ORDER ON COURTROOM PROCEDURES

**The Honorable Jody P. Gleason**

### **Courtroom 115**

The following procedures are implemented with the intention of expediting the management of cases and the operation of the daily court dockets in courtroom 115 only. Accordingly, the court hereby enacts the following procedural guidelines for all cases scheduled to be heard in courtroom 115 until further order of court:

1. The Felony Criminal call in 115 will begin each business day at 9:00 a.m. The afternoon call will begin at 1:00 p.m.
2. Detention hearings will begin promptly at 8:30 a.m. so that the regularly scheduled call will begin at 9:00 a.m.
3. When the court is in session there shall be no talking in the courtroom. If attorneys need to discuss a case with opposing counsel or with their client, they should step out of the courtroom.
4. There will be no sleeping, lying down, or reading news media, newspapers, books, magazines, or other material in the courtroom. The public may not use laptops, cell phones or any electronic device in the courtroom.
5. Seating in the courtroom gallery is on a first come, first served basis. The public will not be allowed to stand or sit on the floor in the gallery during court proceedings.
6. When a litigant's case is called, they shall approach, remove their hands from their pockets and stand at the left side of their attorney.
7. Gum chewing, food and beverage are strictly prohibited. Attorneys and court personnel may have a clear bottle of water if approved in advance.
8. Cell phones shall be off and silenced. Cell phones will be confiscated by court security should they ring or be used in a prohibited manner inside the courtroom.
9. The use of cameras or video/audio recording devices of any kind including those on a cell phone is prohibited inside courtroom 115.
10. No members of the public or media will be permitted beyond the railing separating the court gallery from the litigation area unless they are a named party to the proceeding whose call has been called or called as a witness.
11. No prejudicial or inflammatory wording, logos, or paraphernalia of any kind shall be worn on any person or clothing item while in the courtroom. Anyone violating this order will be asked to turn garments inside out to hide the offensive writing or logos. Failure to do so will subject the violator to contempt of court proceedings.
12. **Remote appearances:** Counsel and litigants are allowed to appear remotely via Zoom® without prior court approval on non-evidentiary and uncontested matters pursuant to Supreme Court Rule 45. To facilitate remote access, the court will initiate an open Zoom® meeting at the beginning of each court session. No invitation or password is necessary to join an open meeting (instructions for joining a remote Zoom® hearing can be found on the Kendall County Government website available at [www.kendallcountyil.gov/offices/judiciary](http://www.kendallcountyil.gov/offices/judiciary).) Strict adherence to local rules pertaining to conduct and etiquette during remote hearings is expected. All parties should be dressed appropriately. (no hats, eating, drinking, driving) Participants appearing remotely must display their legal name as it appears on the court docket. Participants whose name does not match the clerk's docketed name will be called at the end of the call.

13. **Evidentiary matters and contested hearings:** All attorneys and witnesses are required to be present in court to participate in evidentiary matters and contested hearings unless a remote appearance is approved in advance. Accordingly, the parties are prohibited from filing a notice of hearing requesting an immediate Zoom® hearing on a contested matter.
14. Court orders will be submitted after each case is concluded. The name of all attorneys shall be included on each order, no initials. Orders will be signed at the end of each court call.
15. All attorneys are expected to strictly comply with the time standards for case closure recently promulgated by the Supreme Court. 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. Attorneys are strongly encouraged to complete discovery and motion practice expeditiously given the likely increase in pressure on the court's trial docket.
16. No disruptions, interferences, outbursts, public demonstrations, loud or repetitive intrusive noises or distractions shall be permitted in the courtroom. Anyone who fails to comply with this order shall immediately be removed from the courtroom and may be subject to contempt proceedings.
17. There are no warnings. This order is not exhaustive of all conduct not allowed in the courtroom.
18. Any violations of this Order or other Local Court Rules or any other conduct the Court finds disruptive or interrupts the proceedings before the court may result in any or all the following in the judge's discretion:
  - A. An Order of temporary or permanent exclusion of the violator from the courtroom and secure areas.
  - B. Contempt of Court sanctions which may carry with them the possibility of incarceration in the Kendall County Jail for up to six months and/or a fine not to exceed \$500 for each offense.
  - C. Such other sanctions as deemed necessary by the Court to ensure the due and proper administration of justice.
19. Notice of this Order shall be given by posting on the 23<sup>rd</sup> Judicial Circuit court website and/or posting in the courtroom gallery. The lack of actual notice of this Order shall not be an excuse nor a defense to the imposition of sanctions by the Court or court security.

ENTERED *Jody P. Gleason*

Hon. Jody P. Gleason

Circuit Judge

Criminal Division.