

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT – CHANCERY DIVISION**

| | | |
|--------------|---|-------------------------|
| Plaintiff(s) |) | |
| -vs- |) | CASE NO. _____ |
| |) | CONSOLIDATED _____ |
| |) | HON. THADDEUS L. WILSON |
| Defendant(s) |) | CALENDAR 1 |

FINAL PRETRIAL CONFERENCE ORDER

IT IS HEREBY ORDERED:

1. **TRIAL DATE:** The trial of this matter is scheduled to commence on _____ at _____ in courtroom 2307.

2. **FINAL PRETRIAL CONFERENCE:** The final pretrial conference will be held on _____ at _____. The parties shall appear for the final pretrial conference: **IN-PERSON ONLY** **VIA ZOOM ONLY** **HYBRID (IN-PERSON/ZOOM)**

3. Prior to the final pretrial conference, the following must be prepared and/or filed:
 - a. **Motions In Limine:** All motions in limine shall be **filed** on or before _____. Responses to motions in limine shall be **filed** on or before _____. Replies to motions in limine shall be **filed** on or before _____.

 - b. **Pretrial Memorandum:** Each side shall **prepare and exchange, but not file**, a Pretrial Memorandum. The parties may agree to prepare a joint document and label it: JOINT PRETRIAL MEMORANDUM.

- c. The Pretrial Memorandum shall contain the following component parts:
 - i. Agreed statement of facts. Statement of disputed facts.
 - ii. A list of all claims, counterclaims and/or affirmative defenses dismissed or withdrawn prior to the start of trial.
 - iii. A list of all claims, counterclaims and/or affirmative defenses that will be adjudicated at trial.
 - iv. Stipulations of the parties. Please note that the Court requires all stipulations to be in writing and signed. The Court will not enforce stipulations that are not in writing and signed by both sides.
 - v. A complete list of the names of prospective witnesses.
 - vi. A list of proposed exhibits with an indication of whether the exhibit is stipulated/objected to (include legal basis for any objections).
 - vii. Statement of disputed legal issues, including but not limited to, evidentiary issues (i.e., privilege, immunity, etc.) and/or procedural issues.
 - viii. A list of witnesses who require a language interpreter or other special needs service and, if so, the language or service sought.
 - ix. The estimated length of trial.
 - x. If applicable, a list of proposed jury voir dire questions or jury questionnaire.
 - xi. If applicable, a copy of all proposed jury instructions;
 - xii. List of audio/visual equipment to be used (including vendor/source providing the equipment, digital format, software).

4. **Courtesy Copies:** On or before _____, the Pretrial Memorandum (including all of its component parts) along with any Motions In Limine shall be emailed, as well as, placed in a three-ring binder and delivered to the Court.

5. **This Order is to be read in conjunction with the Case Management Order entered herein and is subject to change at the discretion of the Court or as agreed to by the parties and approved by the Court.**

ENTERED:

Judge

Judge No.