IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT - LAW DIVISION
TRIAL SECTION

STANDING ORDER – JURY TRIALS

Richard J. Daley Center, Chicago – Courtroom 2303
Telephone: **Court Clerk**: Ashley Smith, 312-603-6044
Courtroom 2303 Email Address: ccc.lawcr2303@cookcountyil.gov

Courtroom 2303 Zoom Information:
Zoom ID: 943 6230 2347 **Zoom Password**: 429020
Zoom Conference Call Number: 312-626-6799

---

1. **ARTIFICIAL INTELLIGENCE (AI):**

   A party submitting any document, motion, brief or memoranda to the Court must disclose in writing on the submitted document that AI was used in the creation of the document and that the party has verified the existence and accuracy of any authority cited. A failure to do so may result in sanctions.

2. **TRIALS:**

Documents Required Upon Assignment:

- Short statement of the case to be read to the jury in voir dire, including how long the trial will last.

- Jointly prepared witness list to be read to the jury.

- A complete and jointly prepared list of all exhibits, including demonstrative exhibits, each party intends to use at trial, and whether the opposing side has any objections. In the event of objections, the nature of the objections must be noted, i.e., foundation, relevance, motion in limine, etc.

- A copy of all Rule 213 disclosures.

- Any stipulations between the parties.

- A list of each party's Supreme Court Rule 216 Request for Admission of Facts and responses thereto.

- Copies of each party's motions in limine.

- Two copies of proposed jury instructions (1 marked, numbered and sorted in order of the IPI system and 1 unmarked).

- Any trial briefs, memoranda or other information a party wishes to submit.

1

Pre-trial Procedure:

- Prior to the trial date, the parties must meet and confer regarding objections in evidence depositions before copies of depositions are submitted to the Court for ruling on the objections.

- Prior to the trial date, the parties shall exchange and meet and confer regarding motions in limine, conduct an ISCR 237 conference, review objections in evidence depositions and exchange witness lists and exhibits.

- Prior to the trial date, the parties are to determine any contested issues regarding motions in limine, ISCR 237, evidence depositions, witness lists and exhibits for the Court to address.

- Where appropriate, the attorneys shall advise the witnesses of rulings on the motions in limine to ensure compliance.

- Any exhibits introduced at trial will be retained by counsel.

3. **MOTIONS:**

- Communication with the Court: All communications with the Court regarding the notice of hearings will take place through the email address dedicated to Courtroom 2303: ccc.lawcr2303@cookcountyil.gov. **All email correspondence to the Court must notice/copy all parties**. Please include the date of the hearing, if applicable, in the subject line of the email.

- **Notice Requirements**
  The following template shall be used for all notices of motion:
  On _____ at 9:00 AM, I shall electronically submit the attached: Motion for _____ to the Honorable Judge Cleary via email address ccc.lawcr2303@cookcountyil.gov.

To respond or object to this Motion, please email response or objection to ccc.lawcr2303@cookcountyil.gov by 10:00 AM on the date set forth above, with a cc to all attorneys of record as listed here: _____.

If no response or objection is emailed before 12:00 PM on the date set forth above, the Court will rule on the Motion and enter an order.

- Under Circuit Court Rule 2.1, notice of **all** motions must be given to **all** parties who have appeared, and have not been held in default, **and** to any party that has been served and whose time to appear has not expired on the date of notice.

- Agreed Orders: The movant must state in the email and motion whether the motion is agreed or whether there is an objection. If the motion is agreed, and the respondent does not object to the entry of the order, the parties shall email the order to ccc.lawcr2303@cookcountyil.gov including the word "Agreed" in the title of the order, and the order will be entered without a briefing schedule.

- Courtesy Copies: Each party shall file their briefs electronically with the Clerk of the Circuit Court with exhibits. **The movant is responsible for <u>emailing</u> a complete courtesy copy of the motion consisting of all briefs and exhibits filed in support of or in opposition to the motion to ccc.lawcr2303@cookcountyil.gov with a proposed order**. Movant's failure to submit a complete courtesy copy will result in the denial or continuance of the motion. <u>Physical copies are</u> <u>not</u> <u>accepted</u>. Any document that does not comply with this Order shall be subject to being stricken by the Court.

- Brief / Pleading Format: All submissions of pleadings and briefs shall have PDF attachments that are clearly labeled with identifying names and are digitally tabbed for exhibits and documents. **Proposed orders should be submitted in a separate PDF file attached to the same email**. If it is not possible for the movant to submit a tabbed PDF document with all supporting documents, then each document must be properly labeled to identify its content, Ex:
    - "Plaintiff's Motion for Summary Judgment"
    - "Plaintiff's Exhibit 1"
    - "Plaintiff's Exhibit 2"
    - "Defendant's Response to Plaintiff's Motion for Summary Judgment"
    - "Defendant's Exhibit 1"

- All Briefs Shall Be: (1) Double Spaced; (2) Typed in 12-point font; (3) Set with 1-inch margins. Briefs shall not exceed 15 pages. All briefs citing cases outside of Illinois or in federal court must include a copy of the case attached to the brief. This includes cases citing the 7th Circuit Court of Appeals or the Northern District of Illinois. **Any submission to the Court <u>must</u> <u>contain the Clerk's stamp</u> and is required to be sent to every other party to the litigation in the same manner and form**.

- Hearings are NOT Automatic: No appearance is required unless specifically requested. The Court will enter orders based on the submitted briefs and email the order to the movant. A

party may request a remote hearing by emailing ccc.lawcr2303@cookcountyil.gov within the time specified in the order setting the matter for hearing and indicating the reason for the hearing. It is within the Court's discretion whether to grant the request for a remote hearing.

- Documents Not in Compliance May Be Stricken – Any document that does not comply with this Order shall be subject to being stricken by the Court.

4. EMERGENCY MOTIONS:

- Emergency Motions must be submitted to ccc.lawcr2303@cookcountyil.gov and include the grounds for the emergency. If the Court in its discretion determines that an emergency hearing is necessary, the Court will either grant the motion and enter an order or an expedited briefing schedule will be entered and the Court will rule by email.

- See § 3.5(A) of GAO 20-9 for what constitutes an emergency motion.

- Movant must give notice of the emergency motion to opposing parties according to the circuit court rules.

5. PETITIONS TO APPROVE SETTLEMENT:

- Petitions to settle cases involving minors, disabled persons and survival and wrongful death claims shall be presented to the court electronically by emailing said petition to ccc.lawcr2303@cookcountyil.gov.

- Petitions shall include: (1) an itemized descriptive list of costs; (2) a copy of the fee agreement or counsel's representation as to the contingency percentage; (3) a description of all lien claims, even if the lien does not attach to the proceeds; and (4) appropriate language where further probate proceedings are required.

- Please refer to FINAL PROCEDURES CONCERNING SETTLEMENT, MINORS' AND DISABLED PERSONS' PERSONAL INJURY CASES AND WRONGFUL DEATH CASES WITH SAMPLE ORDERS (Aug. 2014):
http://www.cookcountycourt.org/Portals/0/Law%20Divison/Forms/esrig.8.2017.pdf

6. MODIFICATION:

- The Court may modify this Standing Order at any time. Judge Cleary's most recent Standing Order can be found at:
http://www.cookcountycourt.org/JudgesPages/ClearyIII,GeraldVernon.aspx.

/s/ Judge Gerald Cleary
ENTERED

02/14/2024
DATE