

# Circuit Court of the 19<sup>th</sup> Judicial Circuit Lake County, Illinois

## STANDING ORDER FOR COURTROOM 304

### A. CONTESTED MOTIONS

1. Page Limits: Per Local Rule 2-1.02(B), please limit pages as follows:
  - a. Motions – 15 pages
  - b. Response Briefs – 15 pages
  - c. Reply Briefs – 5 pages
  
2. Include page numbers at the bottom of each page.
  
3. Every Motion to Dismiss, Motion to Strike or Motion for Summary Judgment shall identify the section number of the Code of Civil Procedure pursuant to which the motion is being brought. Local Rule 2-1.01(D).
  
4. Complete courtesy copies of all contested motions and briefs (motion, response and reply), including a cover letter detailing the **date and time** of the hearing, shall be delivered to the Judge, by the movant, **at least 7 days**, prior to the hearing date. Email is not sufficient to satisfy this provision. Any challenged pleading should also be provided, i.e. if the hearing is on a Motion to Dismiss, the Complaint should be provided with the courtesy copy materials. Local Rule 2-1.02(C).

5. Any pleading, motion, response or reply being submitted to the Judge with more than one (1) exhibit, shall utilize **protruding** numbered or lettered tabs to separate each exhibit. Alternatively, exhibits or other required documents may be separately stapled, clipped or rubber banded to the pleading, motion, response or reply. A violation may result in said pleading, motion, response or reply being stricken.

## **B. ORDERS AND JUDGMENT ORDERS**

1. Prior to any Default Orders being entered, the Plaintiff shall demonstrate compliance with Local Rule 7-2.02(B), i.e. letter or email notifying the Residential Real Estate Mortgage Foreclosure Mediation Program coordinator, within five (5) days of service, that each homeowner has been served. The notification need not be e-filed; however, it does need to be presented to the Court.
2. Any motion requesting a personal deficiency judgment shall contain a request for personal deficiency in the Notice of Motion **and** the Motion itself. In addition, upon presentation of such motion, a copy of the Installment Note, and proof of service of process upon the affected Defendant(s), shall be presented to the Court.
3. Any party that enters an Order when a party is not present in court shall mail a copy of such Order to the absent party's last known address via first-class mail, regardless of whether said party has filed an Appearance. This includes Default Orders and Possession Orders.