

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

**STANDING ORDER FOR COURTROOM 304 FOR MORTGAGE  
FORECLOSURE CALLS**

**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. JUDGMENT OF FORECLOSURE AND APPROVAL OF SALE PROCEEDINGS**

1. Paragraphs 4 and 5 above apply to all Judgment of Foreclosure and Approval of Sale proceedings, whether contested or not.
2. 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.
3. Included in the package of courtesy copies delivered to the Court for Motions for Judgment of Foreclosure shall be the following documents:

Notice of Motion

Complaint with Mortgage, Note, Allonges, and Assignments

Service of Summons with copies of Summons for mortgagors

Affidavit of Prove-up from Plaintiff, identifying Plaintiff (not only Servicer) in Affidavit

Affidavit of Attorney's Fees

Affidavit or other proof of appearances and answers filed and when Military Affidavit for all mortgagors and owners of property

Loss Mitigation Affidavit, if appropriate

Motion to Shorten Redemption period, if appropriate, with Affidavit of Vacancy and pictures

Lake County Mediation Coordinator email  
Proposed orders  
And other documents that are relevant, such as, merger documents and substitution of plaintiff orders

4. Pursuant to Local Court Rule 6-3.01B, the Lake County Sheriff shall be appointed in every Judgment of Foreclosure Order, unless specifically ordered otherwise by the Court.
5. Any motion (including Motions for Approval of Sale) requesting a personal deficiency judgment shall contain a request for personal deficiency in the Notice of Motion **and** the Motion itself. In addition, the courtesy copies presented to the Court seven (7) days in advance of the hearing date, shall contain, in addition to other documents, a copy of the Complaint, Installment Note, and proof of service of process upon the affected Defendant(s).
6. 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.

Judge Donna-Jo Vorderstrasse  
01/27/2022