



**Circuit Court
Nineteenth Judicial Circuit
Lake County, Illinois**

**C-105 Standing Order Regarding C105 Courtroom Procedures and
CC105@lakecountyl.gov Email Account**

The parties may use the CC105@lakecountyl.gov email address to send Judge Slavin orders as well as courtesy copies of the following documents: motions; pre-trial/settlement conference memoranda; GAL reports; and expert reports.

The SUBJECT LINE of the email must clearly state what is being attached, the case name, the case number, and the next date the case is up:

THE FOLLOWING ARE SUBJECT LINE EXAMPLES (utilizing the fictional Doe v. Doe case, fictional case number 20 DN 2425, next up on August 8, 2020):

Order - 20 DN 2425, Doe v. Doe, 8-8-20

Motion Courtesy Copy - 20 DN 2425, Doe v. Doe, 8-8-20

EMERGENCY MOTION - 20 DN 2425, Doe v. Doe, 8-8-20

Pre-trial Memorandum - 20 DN 2425, Doe v. Doe, 8-8-20

GAL Report - 20 DN 2425, Doe v. Doe, 8-8-20

- The document may contain a maximum of **ONE attachment**, and the entire document, including any attachment, **must be less than 15 pages**. If the document is longer than 15 pages, including any attachment, then you must drop the document off for Judge Slavin with the law library or court administration, or mail the document to the attention of Judge Slavin. Note: It has also been permissible to send the document via e-mail to the Law Library for them to print for the parties. This practice is on hold until further notice. Documents may not be e-mailed in multiple attachments to circumvent the purpose and intent of this standing order.
- Do not send a link from the Circuit Clerk filing system or any other 3rd party link for the court to download documents. You **MUST** attach a PDF of the document.
- All Non-agreed proposed orders must be sent in Word Format.
- All local rules apply to the timing of delivery of courtesy copies. If the rules are not complied with, the Court may not review the tendered documents prior to the approaching court date.

- Unless otherwise allowed by Judge Slavin, orders from the morning call shall be submitted to the court clerk by noon on the day they are heard and matters from the afternoon call shall be submitted by 5:00 p.m. the same day.

Any matters proceeding to hearing or trial involving exhibits – the parties are required to abide by the following protocols as to their respective exhibits (absent specific advance orders by the Court):

- 1) All parties must tender to opposing counsel or the self-represented litigant, in advance of the final trial conference (pursuant to Local Court Rule 4-3.13) for a matter set for trial, or a minimum of 5 days before a hearing of a matter which is not set on a trial call, photocopies of any/all exhibits which may be offered at said hearing or trial. Said exhibits must be labeled and a full comprehensive exhibit list must be tendered contemporaneously with said photocopies of said exhibits.
- 2) All parties must tender to the court, in the same time periods provided in #1 above, **hard copies** of the same exhibits as referenced in #1 above, including said comprehensive exhibit list. Emailed copies of such will not be accepted by court absent good cause shown.
- 3) For any hearing or trial which is conducted via Zoom, the parties are to have previously labeled copies of any/all exhibits which may be utilized by any witness as part of their testimony, accessible to said witness contemporaneously when said witness is testifying at hearing or trial. This can be accomplished by sending e-mailed attachments or tendering hard copies of said exhibits in advance to individual respective witnesses. This rule may be waived in the discretion of the court if good cause is shown.

DO NOT USE THE CC105 EMAIL ADDRESS TO COMMUNICATE WITH THE COURT, THE CLERK, OR EACH OTHER.

EFFECTIVE February 7, 2022

Dated this 28th day of January, 2022.

/s/ Marnie M. Slavin