

IN RE: ALL FAMILY DIVISION CASES

## It Is Hereby Ordered:

A. Uncontested or agreed motions shall be set at 9:00 a.m. Motions scheduled for presentment or for entry of a briefing schedule should be set at 8:59 a.m. Contested motions shall be set at 9:15 a.m.

B. No motions may be noticed for hearing unless counsel has contacted the courtroom clerk and scheduled the matter prior to sending the notice of motion to opposing counsel. Failure to follow this Order will cause the Court to strike the motion from the call.

C. Contested motions shall not be placed on the call for hearing during the first week of the Court's trial call, other than by approval of the Court or due to emergency circumstances. Agreed and routine motions are allowed during the ~~first~~ second week of the Court's jury trial call.

D. Complete courtesy copies of all contested motions, indicating the date of the hearing, and including briefs, relevant pleadings and exhibits shall be delivered to the Court at least 5 days before the hearing date. Local Court Rule (LCR) 4-3.15(A)(3). A copy of any challenged pleading shall be provided, e.g., for a motion to dismiss, the complaint should be provided with the courtesy materials. LCR 4-3.15(A)(3)(a). The responsibility for submitting courtesy copies to the Court shall be on the Movant, however, the parties should confer and send a single packet of the pleadings to the Court. Failure to deliver the motion packet in advance of the hearing date may cause the Court to refuse to hear the motion when presented. The parties are encouraged to confer and to send a single packet of the motion and exhibits to the Court in an effort to conserve natural resources. If multiple motions are to be heard on the same date, a cover letter enumerating each such

motion and the corresponding response, if any, shall be included with the courtesy copies.

E. Local Court Rules 4-3.15(A)(2) limit:

1. Briefs/motions to 15 pages,
2. Responses to 15 pages, and
3. Reply Briefs to 5 pages.

F. At times, the Court may require electronic copies of the motions and briefs. Counsel shall produce electronic copies of pleadings when requested by the Court.

G. Court reporters are not provided by the Court for oral arguments of motions, other than motions presented during trial.

H. Motions for Emergency Relief LCR 4-3.15(B) and for Summary Judgment LCR 4-1.04 are subject to special rules.

#### **Motions for Default Judgment**

I. Motions for Default Judgment shall be set on the Court's Routine Motion call.

J. The moving party shall send notice of the motion for default by regular mail to the party sought to be defaulted even if that party never appeared, as well as to all other parties in the case. The notice shall be directed to the last known address of the alleged defaulting party.

K. If a default order is entered, a subsequent prove-up date will be set and the movant is required to send a copy of the default order including the prove-up date to the defaulted party, as well as to all other parties in the case. A proof of service of that order must be filed on or before the prove-up date.

L. An Affidavit as to Military Service concerning the party sought to be defaulted is required at prove-up.

ENTERED: Presiding Judge

Dated this 24th day of October, 2016 at Waukegan, Illinois.