

C-301 Standing Order for Submission of Proposed Court Orders, Paper Courtesy Copies, and In-Person Hearings:

Orders:

All proposed Court orders must be submitted through the eCourt Portal with the following exceptions:

- a) Off-call agreed orders or orders for appointment of special process servers shall be submitted in Word format for review and entry by the Court through email at: CC301@lakecountyil.gov.
- b) If the attorneys, after in-person or telephonic consultation in a good faith effort to resolve any disagreement, cannot agree upon the language of a proposed order, then the attorneys may submit **ONE** draft order in Word format “track changes” mode that has been **redlined** to reflect the specific language that is in dispute and the proposed language each party favors via email to: CC301@lakecountyil.gov.
- c) At the Court’s specific direction.

Courtesy Copies:

Paper courtesy copies of all contested motions shall be submitted to the Court at least 7 days in advance of hearing, in accordance with Local Rule 2-1.02. It is the movant’s responsibility to provide the paper courtesy copies, and the courtesy copies shall include a copy of the pleading being attacked by the motion.

In Person Court Appearances:

All contested hearings are held in person unless the Court has specifically authorized remote participation. The party seeking a remote appearance for a contested hearing may raise the issue orally at the time the briefing schedule is set, or later by written motion.

All trials and evidentiary hearings are held in person. The Court expects the attorneys to be present in the courtroom and the parties to be present in the courtroom when testifying. However, with respect to non-party witnesses, the Court may permit remote testimony, upon motion of a party or, if otherwise authorized in advance by the Court.

Uncontested hearings may be conducted remotely via Zoom, unless the Court directs otherwise. Parties and attorneys appearing remotely shall comply with Local Rule 1-1.22(3) & (4). Failing to comply with the rules of decorum or engaging in unprofessional conduct during remote proceedings will result in an order requiring all future appearances in a case to be in-person.