



Circuit Court

**Nineteenth Judicial Circuit
Lake County, Illinois**

STANDING ORDER REGARDING PRE-TRIAL SETTLEMENT CONFERENCES

- A. In all pre-trial settlement conferences, the attorneys responsible for the trial of the case shall appear with the parties and representatives on the date of the scheduled settlement conference.
- B. A party may participate or be available by telephone or Zoom only if the Court has approved such participation before the date of the settlement conference.
- C. One week before the settlement conference, each party shall provide the Court a pretrial memorandum that:
 - Outlines the facts of the case;
 - Identifies all unresolved issues; and
 - Discloses the status of any settlement discussions.
- D. Demands and offers must be exchanged prior to the Settlement Conference.
- E. In the event the parties settle the case before the pre-trial settlement conference or trial, the attorney representing the plaintiff or the *self-represented plaintiff* shall notify the Court that the case settled.

Dated this 11th day of March, 2024.

ENTER:

/s/ Jorge L. Ortiz
Circuit Judge