



Circuit Court

**Nineteenth Judicial Circuit
Lake County, Illinois**

STANDING ORDER REGARDING PRE-TRIAL SETTLEMENT CONFERENCES

A. In all pre-trial settlement conferences the attorney responsible for the trial of the case shall appear with the party on the date of the scheduled settlement conference.

B. A party may participate or be available by telephone only if the Court has approved participation by telephone before the date of the settlement conference.

C. One week before the settlement conference each party shall provide to the Court a pretrial memorandum that:

- Outlines the facts of the case;
- Identifies all unresolved issues; and
- Discloses the status of any settlement discussions, including last settlement offer and last settlement demand.

D. The attorneys may submit a joint Pre-trial Memorandum if they so choose.

E. In the event the parties settle the case before the pre-trial settlement conference or trial, the attorney representing the plaintiff or the *pro se* plaintiff shall notify the Court that the case settled.

F. If either party or a witness will need an interpreter at the trial, the attorney shall advise the Court of this need at the settlement conference. If there is no settlement conference, then the attorney shall advise the Court no later than the Final Trial Conference that an interpreter or hearing impaired device is needed at the trial.

Dated this 28th day of March, 2024.

ENTER:

/s/ Charles W. Smith
Judge