

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

**STANDING ORDER FOR COURTROOM C-304**

**A. MOTIONS and COURTESY COPIES**

1. Please note that with regard to contested motions, our Local Rules limit:

- \* motions to 15 pages LCR 2-1.02(B)(1)
- \* responses to 15 pages LCR 2-1.02(B)(1)
- \* reply briefs to 5 pages LCR 2-1.02(B)(2)

2. Every Motion shall identify the section number of the Code of Civil Procedure pursuant to which the motion is being brought. LCR 2-1.01(D).

3. Complete courtesy copies of all contested motion briefs (motion, response, and reply) and courtesy copies of any proposed orders and supporting documents shall include a cover letter containing the date and time of the hearing and shall be delivered by the movant so that the Judge has them in his hand at least one full calendar week (excluding court holidays) prior to the hearing date. Bear in mind that it takes Court Administration a few days to deliver any mail to the Judge. Any challenged pleading shall also be provided, *e.g.* for a Motion to Dismiss, the Complaint shall also be provided with the courtesy copy materials.

4. Courtesy copies of any pleading or motion, response, reply, or proposed Order that contain two (2) or more exhibits shall utilize (i) numbered or lettered protruding tabs to separate each exhibit **or** (ii) each such exhibit shall be separated and separately stapled, and all such documents shall be bound. It is each party's responsibility to ensure that their respective documents conform.

5. Each document listed in the Foreclosure checklists for judgments for foreclosure and orders approving sale shall be a separate document and shall be separately stapled or bound apart from all other documents in the courtesy copy

submission. Said checklists are located on the 19th Judicial Circuit's website under Standing Orders for C-304.

6. Judge Betar does not accept electronic/e-mailed courtesy copies. All courtesy copies must be mailed or hand-delivered.

## **B. CONTESTED HEARINGS AND TRIALS**

1. All contested hearings and trials shall be held in person unless otherwise indicated by the Court.

2. Any party or witness authorized by the Court to and wishing to appear for an evidentiary hearing or trial via Zoom shall first e-file a Zoom Certification form in that particular case. Said form may be found in Local Rule 1-1.22 or at the Clerk's office.

## **C. ORDERS AND JUDGMENT ORDERS**

1. All Orders shall state which parties were present and not present in Court at the time said Order was entered. If the case is set for a future Court date, the Courtroom number for the future date shall also be put in the Order.

2. Any party that enters an Order shall provide a copy of such Order to all other parties' last known address via regular, first-class mail, or email regardless of whether the absent party has filed an Appearance. This includes Default Orders.

3. No Order shall be pre-submitted through the portal for the Judge's signature ahead of the applicable Court date with the exception of Dismissal Orders.

4. All Orders shall be submitted via the E-Court Portal, unless otherwise authorized by the Court.

5. All Orders shall be submitted by the close of the business day on which the case was heard or as soon thereafter as possible. All Orders shall be submitted no later than 24 hours after the case was heard. Any Order not submitted within 48 hours of when the case was heard will be Dismissed for Want of Prosecution.

6. If after proper service of the summons and complaint, a party fails to appear in Court for the return date or any Court date thereafter, that party may be defaulted. If a party is defaulted, the case will get continued for a future Court date for a prove-up of damages and entry of judgment. A party shall not get defaulted and have a judgment entered against it on the same Court date.

#### **D. ARBITRATION CASES**

1. Orders setting arbitration hearings shall state whether the arbitration hearing will be in person, via Zoom, or a hybrid.

Thank you.

Judge Michael B. Betar

March 31, 2025