

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT, LAW DIVISION**

STANDING ORDER

Judge Melissa A. Durkin
Courtroom 2110
(312) 603-5932

melissa.durkin@cookcountyil.gov

Court Clerk: Toni Raetz

Zoom Conference Information

<u>Meeting ID:</u>	967-4070-0726
<u>Passcode:</u>	127803

I. JURY TRIALS

A. Documents Required Upon Assignment

1. The operative complaint, answer, affirmative defense and response thereto, and Rule 213 disclosures.
2. Jointly prepared statement of the case to be read to the *venire*, including the expected length of the trial (*i.e.*, number of days/weeks) and a jointly prepared list of all potential witnesses to be read to the jury;
3. A complete and jointly prepared list of all exhibits each party intends to use at trial and whether the opposing side has any objections. In the event of objections, the nature of the objections must be noted, *i.e.*, foundation, relevance, etc.
4. Copies of each party's motions *in limine*;
5. If evidence depositions are to be used, the parties must meet and confer to discuss the raised objections before copies of transcripts are submitted to the Court;
6. Any stipulations between the parties;
7. A list of each party's Supreme Court Rule 216 Request for Admission of Facts and responses thereto, if any;
8. Two copies of proposed jury instructions (one marked with IPI numbering and citations and the other unmarked for the jury), which are to be sorted in the order of their numbering under the IPI system.

- B.** Any exhibits introduced at trial will be retained by counsel unless otherwise stated.

II. PRETRIAL SETTLEMENT CONFERENCES

- A. **Dates** – Given the court’s trial schedule, initial pretrial conferences are scheduled for one hour at 12:00 p.m. If the court is not engaged on trial on the set date, the court may extend past the one hour if the parties are so inclined.
- B. Attorneys should submit 3-5 possible agreed dates to melissa.durkin@cookcountyil.gov. Please include the case name and number. Copy all counsel of record on the communication with the Court. The judge will select the first available date for a pretrial.
- C. **Transfer Order** - Parties must obtain an Order from Room 2005 transferring the case to Room 2110 for pre-trial purposes only.
- D. **Order** – After the transfer order is entered, the parties must present a second Order to the courtroom clerk or melissa.durkin@cookcountyil.gov setting the case for the agreed date and time assigned by the judge.
- E. Pretrial settlement submissions should be submitted to the Court at least 3 business days prior to the conference. Parties are to agree whether or not the settlement submissions will be confidential. Submissions should be 3-5 pages in length and must include a summary of any previous settlement negotiations.
- F. All scheduled pre-trials are subject to change due to Judge Durkin’s trial schedule.

III. MOTIONS

- A. E-mail the court at melissa.durkin@cookcountyil.gov for a presentment date and time.
- B. Courtesy copies are to be delivered at least 3 business days before the motion is presented.
- C. The parties are to submit a proposed briefing schedule at the time of presentment.
- D. Motions and response briefs are strictly limited to 15 pages. Reply briefs are not to exceed 8 pages.

IV. PETITIONS TO APPROVE SETTLEMENT

Petitions to Approve Settlement in cases involving wrongful death, survival, minor(s) or disabled individuals must be filed, with courtesy copies delivered melissa.durkin@cookcountyil.gov. All email transmittals **must copy all counsel of record**. Adherence to the procedures adopted by the Law, Municipal and Probate Divisions is required.

Entered: August 26, 2024

Melissa Durkin

Judge Melissa A. Durkin
Law Division, Trial Section