

## **Standing Order – Courtroom 1606**

**Judge Bridget A. Mitchell**

[jbridgetmitchell@gmail.com](mailto:jbridgetmitchell@gmail.com)

Ms. Angela Dye, #312-603-4829

### **Purpose**

The purpose of this standing order is to establish a consistent pretrial and trial procedure to aid the just resolution of all matters assigned to Judge Mitchell. If special circumstances warrant modification, those cases will be handled according to the specific needs presented.

### **I. GENERAL MATTERS**

#### **A. Court Reporters and Interpreters**

Parties are responsible for providing their own court reporter if they wish. Parties are responsible for providing an interpreter when necessary.

#### **B. Civility and Attorney Conduct in Courtroom 1606**

All parties and lawyers shall treat the court, opposing counsel, parties and witnesses in a civil and courteous manner. Zealous advocacy is an attorney's professional obligation, but incivility of any kind will not be tolerated in 1606.

#### **C. Motion Filing**

Motions can be scheduled for presentment at 9:30 a.m. on Monday through Thursday. Please contact Ms. Angela Dye, court clerk, at 312-603- 4829 in order to obtain a presentment date. Courtesy copies should be hand delivered to chambers or emailed to the court at least 2 business days before presentment or hearing.

#### **D. Self-Represented Litigant**

A party appearing without counsel (other than a corporation which must appear by counsel) receives no special status and is required to comply with the Court's rules and procedures, with the Illinois Code of Civil Procedure, the Supreme Court Rules, and with the relevant case law decisions.

### **II. Pre-Trial Conferences**

Parties who agree to participate in a pre-trial conference may schedule a conference with the court by phoning Ms. Mary Angela Dye, Judge Mitchell's clerk, at #312-

603- 4829. A Pre-Trial Memorandum must be submitted two business days prior to the Conference by each party and must contain:

- A. Date and amount of last offer/demand by each party;
- B. Summary of plaintiff's and defendant's evidence and primary legal issues;
- C. Attorneys must appear at the Pre-Trial Conference with authority to negotiate on each party's behalf. Each party must be available by telephone during the pre-trial conference. Pretrials can be conducted on Zoom by agreement of the parties.

### **III. Briefs and Citations**

Opening briefs and response briefs cannot exceed 15 pages. Reply briefs cannot exceed 7 pages. Briefs must contain customary 12 point font, 1 inch margins and be double-spaced. Briefs filed in excess of these limitations will not be accepted without leave of Court upon written motion containing good cause. Parties are obligated to deliver copies of all briefs to the court, with an accompanying cover letter containing the case number, and date and time of the hearing.

### **IV. Materials Required Prior To Trial**

#### **A. Jury Trial**

- 1. Concise statement of the case to be read to the jury in *voir dire*;
- 2. Estimate of the number of trial days and the latest date the case will be in the jury's hands;
- 3. Witness list to be read to the jury in *voir dire*;
- 4. Statement that the party will/will not stipulate to a unanimous verdict of 10 or more jurors;
- 5. Motions *in Limine*;
- 6. Trial briefs;
- 7. Jury instructions, three sets, one set marked with I.P.I. numbers and two unmarked sets; Jury instructions must be accurate, finalized and approved by the Court one day before closing arguments are made to the jury;
- 8. Parties' exhibit lists indicating each exhibit number and noting which exhibits are objected to.
- 9. Requests to Produce at Trial (Supreme Court Rule 237);
- 10. Final pleadings, including the complaint, answers, counterclaims, affirmative defenses, answers to requests to admit and other relevant pleadings.

B. Bench Trial

The same materials shall be delivered for Bench Trials except for numbers 1, 4 and 7.

V. **Zoom Call**

Here is the Zoom login information:

Go to [www.zoom.us](http://www.zoom.us)

Click “Join a Meeting” and enter:

Meeting ID: 843 1739 9991

Password: 190251

Telephone: (312) 626-6799

**Decorum.** Counsel should approach remote proceedings in the same manner as if present in the courtroom, and this extends to attire and deportment. Please keep your video and audio off until your case is called. Audio or video recording of remote proceedings is prohibited.

**Public Access.** Any person who wishes to observe the court in session may check the published calendar online and join a video conference as an observer. If further assistance is needed, please contact Chambers at #312-603-4829.\

**Case Management Procedure.** With the exception of court hearings and teleconferences specifically arranged by the Court, all communications with the Court shall be by email to [jbridgetmitchell@gmail.com](mailto:jbridgetmitchell@gmail.com) with cc’s to all parties of record.

The parties are directed to confer, and to send the Court a proposed CMC Order (use the Law Division Active Case Management Order form) before 3:00 p.m. two (2) business days before the scheduled hearing. The subject line of the email shall be “Case No. ...: PROPOSED CMC ORDER,” Agreed proposed CMC Orders are strongly encouraged and preferred.

At the hearing, the parties should be prepared to report on the nature of the case, completed and outstanding discovery, and apprise the Court of other relevant matters and circumstances.

Any and all pending motions (previously filed or newly filed) shall be noticed for and “piggy-backed” onto the CMC hearing. Courtesy copies of the motions must be delivered to the Court by email by 3:00 p.m. at least three (3) business days before

the scheduled hearing. The subject line of the email shall be, “Case No. ...: [Title of Motion/s],”

The Court welcomes and encourages email communications to clarify any uncertainties and to resolves difficulties regarding the Court’s remote procedures. As with any communication with the court, please copy in all counsel of record. Your patience and cooperation are appreciated.

Judge Bridget Anne Mitchell  
Room 1606 – Daley Center  
50 W. Washington St.  
Chicago, IL 60602