

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT - LAW DIVISION
TRIAL SECTION - STANDING ORDER FOR COURTROOM 2309

1. TRIALS: Documents Required Upon Assignment:

- Short statement of the case to be read to the jury in *voir dire*, including how long the trial will last.
- Jointly prepared witness list to be read to the jury.
- A complete list of all exhibits, including demonstrative exhibits, that each party intends to use at trial.
- Copies of all Rule 213 disclosures.
- Any stipulations between the parties.
- Copies of each party's motions in *limine*.
- Four copies of proposed jury instructions (two marked, numbered and sorted in the order of the IPI system and two unmarked).
- Any trial briefs, memoranda, or other information a party wishes to submit copied to all parties.

Pre-trial Procedure:

- Prior to the trial date, the parties shall exchange and meet and confer regarding motions in *limine*, conduct an ISCR 237 conference, and exchange witness lists and exhibits
- Prior to the trial date, the parties are to meet and confer regarding objections in evidence depositions. Copies of the transcripts should then be submitted to the Court.
- As appropriate, the attorneys shall advise the witnesses of rulings on the motions in *limine* to ensure compliance.
- Any exhibits introduced at trial will be retained by counsel.

2. MOTIONS:

- Communication with the Court: All communications with the Court regarding motion issues must be copied to all opposing parties.
- Under Circuit Court Rule 2.1, notice of motion must be given to all parties who have appeared and have not been held in default, and to any party who has been served and whose time to appear has not expired on the date of notice.
- Agreed Orders: If the motion is agreed, the movant should so state in the motion. A proposed order marked as agreed should also be submitted.
- Courtesy Copies: Each party shall file their briefs and exhibits electronically with the Clerk of the Circuit Court. The movant is responsible for delivering complete courtesy copies of all briefs and exhibits in support of or in opposition to the motion to the bin in front of Courtroom 2309. Movant's failure to submit complete courtesy copies may result in denial or continuance of the motion.

- Brief / Pleading Format: All submissions of pleadings and briefs shall have attachments that are clearly labeled with identifying names and are tabbed as exhibits.

- All briefs shall be: (1) double spaced; (2) typed in 12-point font; and (3) set with 1-inch margins. Briefs shall not exceed 15 pages. All briefs citing cases outside of Illinois or in federal court must include a copy of the case attached to the brief. This includes cases from the Seventh Circuit Court of Appeals or the Northern District of Illinois. Any submission to the Court must contain the Clerk's stamp and must be sent to every other party to the litigation in the same manner and form.

- Documents Not in Compliance May Be Stricken – Any document that does not comply with this Order may be stricken by the Court.

- Emergency Motions: See § 3.5(A) of GAO 20-9 for what constitutes an emergency. Movant must give notice of the emergency motion to opposing parties in accordance with the Circuit Court rules.

3. ARTIFICIAL INTELLIGENCE (AI): A party submitting any document, motion, brief, or memoranda to the Court must disclose in writing on the submitted document that AI was used in the creation of the document and that the party has verified the existence and accuracy of any authority cited.

4. PETITIONS TO APPROVE SETTLEMENT:

- Petitions shall include: (1) an itemized and descriptive list of costs; (2) a copy of the fee agreement or counsel's representation as to the contingency percentage; (3) a description of all lien claims, even if the lien does not attach to the proceeds; and (4) appropriate language where further probate proceedings are required.

- Please refer to FINAL PROCEDURES CONCERNING SETTLEMENT, MINORS' AND DISABLED PERSONS' PERSONAL INJURY CASES AND WRONGFUL DEATH CASES WITH SAMPLE ORDERS (March 2023).

5. MODIFICATION: The Court may modify this Standing Order at any time. Judge Golden's most recent Standing Order can be found at: <http://cookcountycourt.org>.

/s/ Jean M. Golden_____