

Standing Order-Courtroom 1610

Judge Marguerite Quinn

312-603-4834

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The purpose of this standing order is to establish a consistent pre-trial and trial procedure to aid the just resolution of all matters assigned to Judge Quinn. 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 must provide their own court reporter if they wish to have one. Parties shall make advance arrangements with the court if they need an interpreter or special accommodations.

B. Civility and Decorum

A party or lawyer shall treat the court, opposing counsel, parties or witnesses in a civil and courteous manner, not only in court but also in all written and oral communications. Zealous advocacy is an attorney's professional obligation, but incivility of any kind will not be tolerated by this court.

C. Electronic Case or Motion Filing

When a party chooses to e-file any pleading or papers through the Clerk's electronic filing procedure, the court does not receive any notice or copy of that which has been filed. Therefore, where a party desires the court to actually read any filing, it is incumbent on the filing party to provide a paper copy of any filed pleadings, exhibits or suggested orders to the court at least 5 days before presentment or hearing. All courtesy copies may be delivered to Judge Quinn's chambers 1610 or can be emailed to **judgequinn1610@gmail.com**.

II. PRE-TRIAL CONFERENCES

THE COURT ENCOURAGES ALL PARTIES AND COUNSEL TO EXPLORE SETTLEMENT AT EVERY OPPORTUNITY.

Following the agreement of all the parties to participate in good faith settlement discussions, a request for a pre-trial conference with the court may be made by calling Judge Quinn's clerk at **312-603-4834**. The parties should submit and exchange pretrial memos setting forth a brief nature of the case, the stipulated and contested issues, the damages, the status of settlement negotiations as well as any other information that any party believes would educate the judge or

facilitate a compromise. This memo should be delivered to the court at least 3 days prior to the settlement conference. Finally, **it is strongly recommended** that attorneys for the parties come to the settlement conference with their clients and with authority to settle or compromise.

III. TRIAL MATERIALS

Each party is responsible for the submission of the trial materials to chambers by 2p.m. on the date set in the trial order. Certain materials must be jointly prepared so the parties are encouraged to meet in advance in order to comply. Separate trial materials should be submitted on matters the parties are unable to agree upon.

In a **Jury Trial**, trial materials include the following:

1. The estimated number of trial days;
2. A jointly prepared statement of the case to be read to the venire;
3. A jointly prepared list of all potential witnesses to be called by the parties;
4. 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, motion in limine, etc.);
5. Copies of each party's motions in limine;
6. If evidence depositions are to be used, the parties should prepare and submit copies of the transcripts so that the court can rule on objections;
7. Any stipulations and admissions of fact per SCR 216;
8. A copy of all Rule 213 disclosures;
9. Two copies of proposed jury instructions (1 marked, numbered and sorted in order of the IPI system and 1 unmarked);
10. Potential questions each party wants the Court to ask the venire. The Court will allow each attorney to ask relevant and reasonable *voir dire*;
11. Any trial briefs, memoranda or other information a party wishes to submit.

In a **Bench Trial**, submitted materials must include item numbers 1, 3, 4, 5, 6, 7 & 8. Additionally, each party shall submit a memorandum of law, not in excess of 5 pages, summarizing their respective legal theories with citations to cases.