

JUDGE CARRIE E. HAMILTON
STANDING ORDER: JURY TRIALS

Markham Courthouse, Room 208
Circuit Court of Cook County, Sixth Municipal District
16501 Kedzie Parkway
Markham, IL. 60428
Courtroom Email: d6crt208orders@cookcountycourt.com

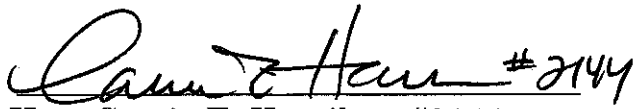
Courtroom Clerk: April Manuel
Email: d6crt208orders@cookcountycourt.com

Zoom Meeting ID No. 940-4468-5993 Password 057404

1. In the week before the scheduled jury trial, the Court will conduct a Pre-trial Conference.
 - a. The attorney who will be trying the jury trial must attend the Pre-trial Conference.
 - b. For unrepresented parties: Illinois courts strictly adhere to the principle that *pro se* litigants are presumed to have full knowledge of applicable court rules and procedures and must comply with the same rules and procedures as required of attorneys.
 - c. The parties will be required to estimate the number of trial days.
2. One week prior to the Pre-trial Conference, all parties must exchange, review and provide to the Courtroom Clerk via email :
 - a. Fully briefed motions *in limine*
 - b. Identification of evidence deposition objections that require ruling
 - c. Proposed jury instructions
 - d. Proposed joint statement of the case
 - e. Witness list
 - f. Exhibit list with marked exhibits and corresponding objections
 - g. Contact information for counsel and unrepresented litigants, including cell phone and email
3. Failure to attend and/or timely provide the foregoing materials will be construed as a waiver of a jury demand.

- a. All parties are expected to have reviewed the materials and be prepared to inform the Court whether there are objections.
4. Prior to voir dire, parties must:
 - a. Email a set of final unmarked instructions in Word format to the Courtroom Clerk. The preferred format is double spaced, 13-point font (Times New Roman or Century Schoolbook) with standard 1-inch margins.
 - b. Be prepared to conduct opening statements and begin testimony immediately after jury selection.
5. For each trial day:
 - a. All parties and counsel must be in courtroom 30 minutes before the start of the jury trial, unless otherwise directed by the Court.
 - b. No counsel may address the jury directly other than during opening statement and closing argument and may not hand exhibits to the jury.
 - c. Counsel and unrepresented litigants must ask the Court permission to approach each witness.
 - d. Counsel not examining a witness must ask the Court permission to stand or sit in the well of the courtroom other than counsel table.
 - e. Counsel and unrepresented litigants must stand when making objections. No speaking objections or responses are allowed. Sidebar hearings are discouraged.

This Order is effective April 7, 2025. The Clerk of the Circuit Court of Cook County shall spread this Order of record in all cases in Courtroom 208, Sixth Municipal District Markham.


Hon. Carrie E. Hamilton #2144
Circuit Court of Cook County