

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

Plaintiff(s),)	
)	
v.)	No. _____
)	
)	Calendar 13
)	
Defendant(s).)	Judge Anna H. Demacopoulos

TRIAL SCHEDULING ORDER

- 1) This case is set for TRIAL on _____, 20____, at _____ a.m./p.m.
- 2) This case is set for PRETRIAL CONFERENCE on _____, 20____, at _____ a.m./p.m.
- 3) All discovery must be completed by _____, 20____.
- 4) Notice of Rule 213 experts shall be given on _____, 20____.
- 5) Each Party shall submit a Trial Memorandum to the court no later than five (5) business days before the above Pretrial Conference, with a copy to opposing counsel, containing:
 - a. Brief summary of the evidence — describe the background of the controversy, summarize the facts relevant to the *disputed issues*, identify the witnesses who will testify, and summarize each witness' testimony.
 - b. List of disputed issues of law/fact to be decided by the Court.
 - c. Citation to cases containing legal principles the Court must apply to the disputed issues. State the principal for which each case is cited.
 - d. Statement of specific relief, which will be requested at the conclusion of the trial.
- 6) All counsel shall confer and prepare a Stipulation of Uncontested Facts to be presented by counsel for Plaintiff with Plaintiffs Trial Memorandum.
- 7) The parties shall exchange and deliver copies to the Court no later than five (5) business days prior to the scheduled trial date:
 - a. Trial Memorandum (if not already provided)
 - b. Pre-marked exhibits; and
 - c. A list of proposed exhibits in a chart identical or substantially like the Sample Chart. (See Ex. A)
- 8) Motions for continuance will be entertained no later than five (5) business days before the trial date.
- 9) There is a ***strict 15 page limit*** on filings.
- 10) All memoranda and exhibits should be submitted via email (Chancery.Calendar13@cookcountyil.gov).
- 11) Absent exigent circumstances, the parties are required to provide a Court Reporter for trial.

Name:
Atty. Code:
Attorney for: Π / Δ
Address:
City:
Phone Number:
Π Email:
Δ Email:

ENTERED:

Judge Anna H. Demacopoulos, No. 2002

