

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

SUPPLEMENTAL STANDING ORDER

ADDENDUM No. 2:
TRIAL PROCEDURES

October 11, 2017

Judge David B. Atkins
General Chancery Calendar 16
Courtroom 2102, Richard J. Daley Center, Chicago
(312) 603-6039 / (312) 603-3419 – Telephone

This Supplemental Standing Order is entered as an addendum to the Standing Order of Calendar 16. It addresses the Court's procedures for scheduling, preparing, and executing trials.

1. TRIAL SCHEDULING

1.1 Trial Dates. Trials are scheduled at any time the Court is open. Trial dates are firm and only rarely continued. The Court will only consider a continuance by written motion with good cause shown (*e.g.* the *serious* illness of counsel, one of the parties, or a necessary witness). Agreed motions and/or orders to continue trial dates are not accepted. Motions to continue trial dates must include a detailed affidavit.

1.2 Pre-Trial Conference. When a trial date is set, the Court will generally also schedule a pre-trial conference approximately thirty (30) days prior to trial. At the conference, the Court may review the parties' trial materials with counsel and resolve issues with trial scheduling, witnesses, exhibits, and motions *in limine*. Courtesy copies of the parties' trial materials shall be delivered to the Court no later than ten (10) days prior to the conference.

2. PRE-TRIAL PROCEDURE FOR TRIALS

2.1 Trial Materials. At least thirty (30) days prior to the pre-trial conference (or for trial to begin, if no pre-trial conference is scheduled), counsel for all parties shall file, jointly or separately, a brief statement of the case and exchange any separately prepared exhibit lists, witness lists, and motions *in limine*. Parties are to deliver, courtesy copies of all trial materials and lists to chambers no later than ten (10) days prior to pre-trial or trial if no conference is scheduled. The parties may elect to file pre-

trial memoranda regarding and pointing to all relevant procedural history. The parties shall provide the Court with a copy of the relevant pleadings (*i.e.* Complaint, Answer, Counterclaim, and Third-Party Complaint, with all exhibits attached). The parties are strongly encouraged to submit joint or agreed trial materials.

2.2 Exhibit Lists. Counsel for each party will confer to stipulate, to the extent possible, waiver of foundational requirements for each document or other exhibit sought to be used at trial. **All objections to proposed exhibits must be made in writing, be filed, and served at least fourteen (14) days before trial.** Failure to object in the manner and time specified will result in the exhibit being received into evidence without further authentication or hearing.

2.3 Witness Lists. The witness lists to be exchanged by each party must include:(1) the name and address of each witness; (2) the estimated length of time needed for direct and cross-examination of each witness; and (3) the approximate order in which the witnesses will be called.

2.4 Motions in Limine. The Court encourages the parties to submit all *motions in limine* as part of their respective trial materials. The Court may, however, accept motions made after the submission of trial materials provided such motions are received at least fourteen (14) days before the pre-trial conference.

2.5 Stipulations. All stipulations must be filed and delivered to the Court seven (7) days before trial. They will be admitted into evidence upon commencement.

3. TRIAL PROCEDURE

3.1 Opening Statements and Closing Arguments. Unless otherwise ordered by the Court, opening statements are limited to twenty (20) minutes per side and closing arguments will be limited to thirty (30) minutes. Plaintiff's counsel or plaintiff *pro se* must reserve rebuttal time from his or her total.

3.2 Interpreters. The parties are expected to provide their own interpreters. If a party is indigent and cannot afford an interpreter, the party should call chambers at (312)-603-6039 as soon as possible (at least fourteen [14] days prior to trial) to request an interpreter.

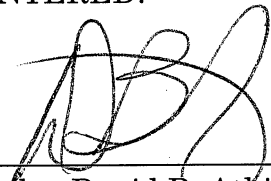
3.3 Post-Trial. After trial, the Court may request trial briefs containing a concise case summary and any proposed findings of fact and conclusions of law.

4. STANDING ORDER CONSIDERATIONS

4.1 Applicability and Inconsistency. Unless the Court orders otherwise (either generally or in a particular circumstance), this Supplemental Standing Order applies in every case. In the event of any inconsistency between this Supplemental Standing Order and any order entered in a case, the order entered in the case controls to the extent of the inconsistency.

4.2 Modification. The Court may modify this Standing Order at any time. Copies of Judge Atkins' most recent Standing Order are available in Courtroom 2102 and his web page at www.cookcountycourt.org/JudgesPages/AtkinsDavidB.

ENTERED:



Judge David B. Atkins

The Court.