

IN THE CIRCUIT COURT OF THE TWENTY-SECOND JUDICIAL CIRCUIT  
McHENRY COUNTY, ILLINOIS

**FILED**  
MAY 15 2024  
KATHERINE M. KEEFE  
McHENRY CTY. CIR. CLK.

IN RE THE MATTER OF PROCEDURES IN )  
THE FAMILY DIVISION )  
)  
)  
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Family Division  
Standing Order 24-01

2024c A44

**IT IS HEREBY ORDERED** by the Judges of the Family Division, the following procedures shall be followed in Courtrooms 359 (Judge Johnson), 360 (Judge Altman), 361 (Judge Zalud), and 358 (Judge Lamb).

- ¶ 1. **Purpose.** The purpose of this Standing Order is to provide guidelines to attorneys and litigants in family division cases and to promote consistent, efficient treatment of cases.
- ¶ 2. **Schedule for Courtrooms 359, 360 and 361.**

TIME	ACTIVITY
8:30 a.m.	Special setting at judge’s discretion, generally used for pre-trial and trial conferences, cases involving many parties, status dates that often take longer, and acceptance of agreed/uncontested orders
9:00 a.m.	Returns on summons; presentment of motions; status dates; case management conferences
10:00 a.m. - 12:00 p.m.	Hearings on contested matters, including summary proceedings (e.g., temporary support) and with limited evidentiary issues (e.g., rules to show cause); pretrial conferences and trial conferences.
Note: The 11:00 am setting will no longer be available for presentment or status, except as scheduled by the court.	
1:00 p.m.	Special setting at judge’s discretion, generally used for cases with scheduling difficulties, cases involving many parties, status dates that often take longer; pretrial conferences and trial conferences.
1:30 p.m.	Trials and other matters specifically set by the Court.

¶ 3. **Remote Appearances.**

A. *Routine Court Appearances.* On these dates, participants may appear via Zoom without further notice or motion. This includes court dates for return on summons, status, motion presentment, case management, and conference scheduling. It does not include any type of hearing. To ensure good communication, parties and counsel are encouraged to coordinate ahead of time so that whenever possible, all parties and counsel appear either in person or remotely.

B. *Hearings.* Pursuant to Ill. Sup. Ct. R. 45 and 241, the court may, upon request or on its own order, for good cause shown and upon appropriate safeguards, allow a case participant to testify or otherwise participate in a hearing by Zoom. Absent an order to the contrary, all hearings, both summary and evidentiary, shall take place in person.

C. *Prove-ups.* Participants in prove-up proceedings may appear via Zoom, without further notice or motion. To ensure good communication, parties and counsel are encouraged to coordinate ahead of time so that whenever possible, all parties and counsel appear the same way, either in person or remotely.

D. *Orders of Protection and No Contact.* Pursuant to Ill. Supreme Court Rules 45 and 241, and Ill. Public Act 102-0853, parties and witnesses may appear without further notice or motion by Zoom for emergency hearings for orders of protection, stalking no contact orders and civil no contact orders. Parties and witnesses shall appear in-person for hearings where a plenary (permanent) order of protection, stalking no contact order and/or civil no contact order is sought, unless the Court otherwise orders. Further, when remote hearings are permitted, on its own motion or upon the request of either party, the Court may determine that in-person appearances are appropriate to ensure adequate participation and fair adjudication, and adjourn the hearing to a future date with in-person appearances.

E. *Other emergency motions.* Other than petitions for orders of protection, stalking no contact orders, and civil no contact orders, a party presenting an emergency motion and seeking immediate relief shall do so in person.

F. URL for Zoom appearances. Beginning on April 15, 2024, the following link/URL must be used for Zoom access: <http://caseinfo.mchenrycountyil.gov/zoom>

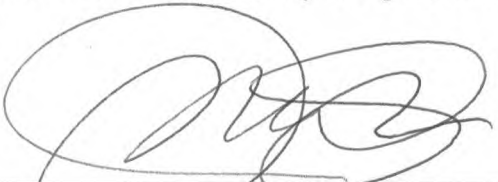
¶ 4. **Electronic submission of orders.** Unless otherwise directed by the assigned judge, all proposed orders, judgments, and agreements shall be emailed to the court solely via the


following email: familydivision@22ndcircuit.illinoiscourts.gov. Emails shall not be sent to or filed with the Clerk of the Circuit Court. Emails may contain a brief explanation and description of what is being submitted but must not include any other kind of communication to the assigned judge.

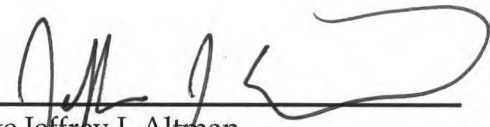
¶ 5. **Certain orders rescinded.** Effective with the date of this order, the following orders are rescinded: Standing Order 2022-01 (General); Standing Order 2022-02 (Entry of Final Judgments)

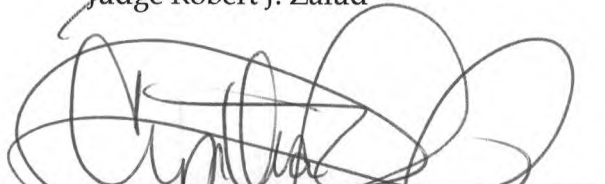
¶ 6. **Effective date.** The effective date of this order is <sup>May 2024</sup> ~~April~~ 16, 2024.

So entered and ordered this <sup>May 2024</sup> 15 day of ~~April~~, 2024.

  
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Judge Jennifer L. Johnson  
Presiding Judge, Family Division

  
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Judge Robert J. Zalud

  
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Judge Jeffrey J. Altman

  
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Judge Cynthia D. Lamb