

25CA 289

IN THE CIRCUIT COURT FOR THE 22<sup>ND</sup> JUDICIAL CIRCUIT  
MCHENRY COUNTY, ILLINOIS

STANDING ORDER FOR CASES ASSIGNED TO  
HON. KEVIN G. COSTELLO  
(Courtroom 204)

**FILED**

FEB 10 2023

KATHERINE M. KEEFE  
MCHENRY CTY. CIR. CLK.

**PROFESSIONALISM AND CIVILITY**

Parties and the attorneys who represent them are reminded to engage in professionalism and civility in the handling of cases which come before the Court. To the extent possible, attorneys should confer with each other on pending matters *prior* to each appearance in open court. Each time a case is called in open court, the Court will endeavor to engage in a meaningful court appearance for parties with a desire to move matters along efficiently and effectively.

**PRESENTATION OF MOTION**

To the extent possible, pleadings and other matters to be filed with the Clerk of the Circuit Court with regard to a case, should be filed at least seven (7) days prior to the presentation of any such item in open court, so as to afford the Court sufficient opportunity to review the same.

**COURTESY COPIES**

The Court only requires courtesy copies of briefs or motions related to contested matters that have been set for hearing. Courtesy copies of motions to be presented are not expected or required. Any courtesy copy should be accompanied by a cover letter which references the names of the parties, the number of the case, and the date and time of hearing and shall be provided to the court at least seven (7) days prior to the hearing or as otherwise ordered. Copies of such letters shall be provided to all other parties of record along with any served party who has not been found in default, through means which will place the letter in the possession of each at or about the same time the Court receives the same. - In person or mailed

**DRAFT AGREED ORDERS**

Drafted agreed orders may be submitted (a) by an attorney with an appropriate representation in open court on the record, or (b) through correspondence containing an appropriate representation by an attorney of record in the case. To the extent the draft involves a self-represented party, the draft should contain the endorsement of the self-represented party. The Court reserves the right to modify any such draft in whole or in part.

**DRAFT ORDERS**

Draft orders following proceedings in open court should be submitted contemporaneously in open court, or, as allowed by the Court, (typically within 24 hours), by email to:  
[proposedorders@22ndcircuit.illinoiscourts.gov](mailto:proposedorders@22ndcircuit.illinoiscourts.gov).

**APPEARANCES IN OPEN COURT BY REMOTE MEANS (ZOOM)**

Parties and/or their counsel may appear via zoom or other allowed remote means for case management conferences, status calls, and non-evidentiary hearings. Court permission is required for parties, counsel and/or witnesses to appear by remote means for evidentiary hearings, bench and jury trials, pretrial (settlement) conferences, and trial conferences.



## CONTESTED MOTION HEARINGS

Contested motion hearings are set at 10:00 a.m. or other time set by the Court. The moving party shall provide the Court with courtesy copies of all briefs related to the motion no later than seven (7) days prior to the scheduled hearing date.

## PRETRIAL CONFERENCES

Parties are encouraged to engage in pretrial (settlement) conferences with the Court at the appropriate stage in litigation and the Court will make every effort to be available at the earliest date for such conference(s). Depending on the nature of the case and upon request, the matter can be temporarily assigned to another judge for purposes of completing the pretrial.

Pretrial conferences are set at 11:00 a.m. or 1:30 p.m., depending on the nature of the case and the Court's schedule. The parties shall provide the Court with courtesy copies of their pretrial memorandums no later than seven (7) days prior to the scheduled pretrial date. The Court defers the format of the pretrial memorandum to the parties so long as the memorandum provide sufficient information to educate the Court as to the nature of the dispute, plaintiff's claimed damages, and the status of settlement negotiations. Attorneys for the litigants shall be present unless allowed to appear by remote means. The parties or person(s) with complete settlement authority shall be present, or at a minimum, available by phone. Attorneys are strongly encouraged to have their clients personally present.

## TRIAL CONFERENCES

Trial conferences are set at 11:00 a.m. or other time, depending on the nature of the case and the Court's schedule. At least seven (7) days prior to the scheduled trial conference, the attorneys for the parties shall provide the Court and shall have exchanged copies of the following:

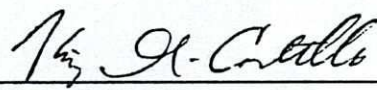
- 1) Statement of the case;
- 2) Witness list;
- 3) Motions in limine;
- 4) Proposed jury instructions; and
- 5) Proposed exhibits list.

Prior to the trial conference, the trial attorneys shall engage in a conference for the purpose of narrowing the issues regarding motions in limine, jury instructions, and exhibits.

## QUESTIONS ON SCHEDULING OR SUBMISSIONS TO THE COURT

Questions on scheduling or submissions to the Court may be directed to the Civil Case Manager in the Office of the Trial Court Administrator, at telephone number 815/334-4385.

DATED: \_\_\_\_\_

  
\_\_\_\_\_  
KEVIN G. COSTELLO  
Associate Judge