

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

FILED

JUL 25 2025

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**STANDING ORDER**

For cases assigned to Judge Jeffrey L. Hirsch  
Family IV Call, Courtroom 358  
*Orders of Protection and Family Cases*

This Standing Order applies to all cases assigned to Judge Jeffrey L. Hirsch, presiding over the Family IV Call, Courtroom 358. This Standing Order provides information and directives to attorneys and self-represented litigants to promote fair, consistent, and efficient managements of cases before the court.

**PART I. DAILY COURT SCHEDULE**

9:00 am	(OP) Summons and motions for Order of Protection cases: orders of protection, stalking no contact orders, civil no contact orders, and firearm restraining orders.
9:30 am Mon – Thurs only	(FA)(DC/DN) Summons, petitions, motions, and case management for Family and Dissolution of Marriage cases.
10:00, 10:30, & 11:00 am	Hearings, contested motions, and pretrial settlement conferences.
1:30 pm	Hearings and Trials.
10:00 am 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Fri only 8:30 am 4 <sup>th</sup> & 5 <sup>th</sup> Fri only	(FA) (HFS Child Support) Summons, motions, case management, and hearings for Family cases where the Illinois Attorney General on behalf of the Illinois Department of Healthcare and Family Services has intervened and/or initiated a child support complaint, modification, or enforcement action.
1:15 pm Mon only	(AD) Adoption cases.

- 1.1. Order of Protection cases are expediated proceedings and the court shall conduct a plenary hearing as soon as practicable. Continuances may be granted for good cause and must be kept to a minimum reasonable duration considering the reason for the continuance. Plenary hearings shall take place in person, unless excused by the court for good cause.
- 1.2. General status dates are highly discouraged. Any status order must identify a specific purpose and agenda to reasonably progress the litigation.
- 1.3. Proposed court orders shall be submitted by the moving party without delay following the court appearance and no later than 2:00 pm on the same day. Proposed orders should be submitted electronically by email at [familydivision@22ndcircuitil.gov](mailto:familydivision@22ndcircuitil.gov). Failure to comply may result in sanctions against the attorney responsible to submit the court order.

## **PART II. REMOTE COURT PROCEEDINGS**

- 2.1. Remote court proceedings shall be held in accordance with local Circuit Court Rule 22 and Illinois Supreme Court Rules 45 and 241. The court shall impose appropriate safeguards to ensure adequate participation, proper courtroom decorum, and a fair hearing for all parties involved. Courtroom 358's Zoom meeting room is accessible from the McHenry County Circuit Court Clerk website at [www.mchenrycircuitclerk.org](http://www.mchenrycircuitclerk.org). Attorneys and parties must be willing and able to participate remotely via Zoom. The court may remove any person who fails to comply with proper courtroom decorum.
- 2.2. Orders of Protection (OP): Remote Appearance by a Party. In any designated OP case, the court shall offer the petitioner the option to participate remotely for an evidentiary hearing. The respondent may likewise make a similar request. A party shall notify the court at the earliest opportunity possible of their request to participate remotely in a court hearing. The court shall exercise its discretion whether to grant a request for a remote appearance.
- 2.3. Orders of Protection (OP): In-Person Plenary Hearings. All plenary hearings for an order of protection shall take place in person, unless excused by the court for good cause.

- 2.4. Orders of Protection (OP): Remote Testimony by a Witness. A witness (other than a party) may not appear remotely to testify without prior approval of the court for good cause and appropriate safeguards. A motion to allow remote testimony must show good cause why the witness cannot appear in person and identify the subject matter of their testimony and any documents or exhibits which may be presented to the witness. The motion shall be presented at the earliest opportunity possible with proper notice, but no later than five days before the hearing date absent exigent circumstances.
- 2.5. Other Cases (FA, DC, DN, and AD): In-Person Hearings. All hearings and trials shall occur in person, unless excused by the court for good cause. A motion for a remote hearing must show good cause why a party or witness cannot appear in person and identify the subject matter of their testimony and any documents or exhibits which may be presented to the party or witness. The motion shall be presented at the earliest opportunity possible with proper notice, but no later than five days before the hearing date absent exigent circumstances.
- 2.6. Submission of Electronic Exhibits. If a remote hearing is allowed, the parties shall submit proposed exhibits in an electronic format through the court's digital exhibit submission portal at [www.22ndcircuitil.gov](http://www.22ndcircuitil.gov). Any party who submits electronic exhibits shall immediately serve a complete copy of those exhibits to the opposing party and any other party entitled to notice and file a proof of service.

### **PART III. CASE MANAGEMENT PROCEDURES**

- 3.1. Orders of Protection (OP): Case Management Conference. The court shall endeavor to hold an initial case management conference on the first court date following service of summons or such other date set by the court. Any attorney or party who wishes to participate in the case must file an Appearance with the clerk of the circuit court. Unless waived, a respondent shall be given a reasonable opportunity to file a response prior to a plenary hearing. The court shall enter such case management orders as necessary to do substantial justice between the parties and may enter extension or interim orders as necessary.
- 3.2. Other Cases (FA, DC, DN, and AD): Case Management Conference. The court shall hold an initial case management conference within 35 days after the parties are at issue and in no event beyond 182 days following

the filing of the complaint. The court shall enter such case management orders as necessary to do substantial justice between the parties and shall schedule a date for a subsequent case management conference, hearing, or trial. To resolve disputes fully, fairly, and promptly, the court and the parties shall be mindful of the time standards for case closure promulgated by the Illinois Supreme Court, that is, for Family, Dissolution of Marriage, and Adoption cases, 9 to 18 months from the date of filing to the date of the final order or judgment.

3.3. At the case management conference, the parties and attorneys of record shall be prepared to consider relevant matters set forth under Illinois Supreme Court Rule 218, including, but not limited to:

- (a) the nature, issues, and complexity of the case (and simplification of issues), including the number of expected witnesses and duration of hearing or trial;
- (b) the court's authority to make or modify a child-custody determination pursuant to the Uniform Child Custody Jurisdiction and Enforcement Act, 750 ILCS 36/101, et. seq.;
- (c) amendments to pleadings;
- (d) deadlines and limitations on discovery;
- (e) admissions or stipulations of fact and of documents which will avoid unnecessary proof;
- (f) the advisability of alternative dispute resolution such as mediation, and the possibility of a pretrial settlement conference; and
- (g) any other matters which may aid in the disposition of the case, including but not limited to, issues involving electronically stored information and preservation, and any anticipated use of AI-generated content as evidence.

#### **PART IV. PRETRIAL AND TRIAL CONFERENCES**

4.1. Pretrial Settlement Conference. Pretrial settlement conferences may be scheduled once the parties are at issue and have substantially complied with the case management order. Attorneys and self-represented litigants must be prepared with sufficient knowledge and settlement authority to

conduct a meaningful pretrial conference. Unless excused, a pretrial settlement memorandum shall be submitted to the court at least 48 hours in advance. The memorandum must state the nature of the case, identify stipulations, summarize contested issues and material factual disputes, cite legal authority, and settlement positions. Pretrial conferences shall be deemed settlement negotiations and shall not be admissible in evidence. The court may not allow more than one pretrial conference for each cause of action, unless good cause is shown by a change in circumstances or change in applicable law. The court may temporarily assign a case to another Family Division judge for purposes of a pretrial settlement conference only.

- 4.2. Trial Conference. The court may conduct a trial conference prior to any contested hearing or trial. Attorneys and self-represented litigants must be prepared with sufficient knowledge and authority to conduct a meaningful trial conference. A trial conference memorandum shall be filed and submitted to the court at least 48 hours in advance. The memorandum must include a statement of the case, stipulations, witness list, and exhibit list. At least 7 days prior to the trial conference, the parties shall exchange witness lists and a copy of exhibits. Exhibits shall be pre-marked, indexed, and organized in a relevant and logical fashion. Summary exhibits are encouraged. All document exhibits shall be submitted electronically in a PDF format. Courtesy paper copies may be provided if requested. Electronic exhibits shall be submitted through the Circuit Court's digital exhibit submission portal at [www.22ndcircuitil.gov](http://www.22ndcircuitil.gov). Any party who submits electronic exhibits shall immediately serve a complete copy of those exhibits to the opposing party and any other party entitled to notice and file a proof of service.

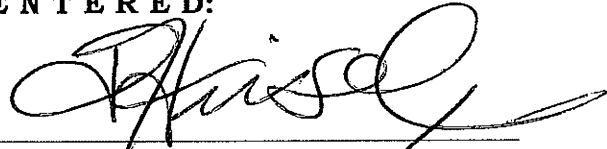
#### **PART V. USE OF ARTIFICIAL INTELLIGENCE TECHNOLOGY**

- 5.1. Attorneys and self-represented litigants are directed to the Illinois Supreme Court Policy on Artificial Intelligence at [www.illinoiscourts.gov](http://www.illinoiscourts.gov).
- 5.2. Attorneys, judges, and self-represented litigants are accountable for their final work product. All users must thoroughly review AI-generated content before submitting it in any court proceeding to ensure accuracy and compliance with legal and ethical obligations. Prior to employing any technology, including generative AI applications, users must understand both general AI capabilities and the specific tools being utilized.

- 5.3. The court shall be vigilant against AI technologies that jeopardize due process, equal protection, or access to justice. Unsubstantiated or deliberately misleading AI-generated content that perpetuates bias, prejudices litigants, or obscures truth-finding and decision-making will not be tolerated.
- 5.4. The court may sanction any attorney or litigant, or both, for misuse of AI-generated content in a court proceeding.

**This Standing Order is entered on the 25<sup>th</sup> day of July, 2025.**

**ENTERED:**

A handwritten signature in black ink, appearing to read "Hirsch", written over a horizontal line.

**Judge Jeffrey L. Hirsch**