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SEP 1 2026

**CIRCUIT COURT FOR THE 22ND JUDICIAL CIRCUIT
McHENRY COUNTY, ILLINOIS**

KATHERINE M. KEEFE
McHENRY CTY. CIR. CLK.

STANDING ORDER

Judge Jeffrey L. Hirsch
Family Division, Courtroom 359

This Standing Order applies to cases presided over by Judge Jeffrey L. Hirsch, FAMILY III CALL, Courtroom 359. The purpose of this order is to facilitate the just, timely, and efficient resolution of cases.

PART I. DAILY COURT CALL SCHEDULE

9:00 a.m.	Summons and initial Notice of petitions and motions. Initial Scheduling Conferences. Agreed Orders.
9:15 a.m.	Progress hearings. Case Management Conferences.
9:30 –10:30 a.m.	Contested Motions. Civil Contempt hearings. Order of Protection hearings.
<i>Wed. only</i> 10:30 a.m.	Prove-up hearings (limit 5).
11:00 a.m.	Pretrial Settlement Conferences. Trial Conferences.
1:30 p.m.	Trials and Hearings. Order of Protection hearings.
<i>1st Fri. only</i> 8:30 a.m.	Child Support proceedings brought by the Illinois Attorney General's Office on behalf of the Illinois Department of Healthcare and Family Services.

PART II. PROGRESS HEARINGS AND COURT ORDERS

2.1 Purposeful Proceedings.

Every court date shall include a progress hearing or case management event for a particular purpose intended to advance the litigation. Routine status dates may be rejected.

2.2 Draft Orders.

Every draft order shall clearly state:

- persons present;
- pleading, motion, or proceeding before the court;
- agenda and deadlines for completion of required obligations;
- specific purpose of the next date;
- petition or motion scheduled for hearing on the next date; and
- definitive findings, rulings, and orders of the court.

2.3 Agreed Orders.

Agreed orders must be presented and acknowledged in open court, with notice and a motion as necessary. Agreed orders must be signed by the parties or their attorney of record with authority to do so.

2.4 Submitted Orders.

Draft orders shall be submitted in court at the time of the proceeding or circulated and submitted electronically to the designated Family Division email *no later than 3:00 p.m. on the same day of the proceeding*, unless otherwise excused. Notice of a proposed order shall be given to all parties entitled to notice.

2.5 Courtesy Copies.

Courtesy copies of documents are not required and should be provided only upon the judge's request or approval. If courtesy copies are provided, they shall be delivered in paper form to court administration. The court shall not accept unsolicited courtesy copies.

PART III. COURT APPEARANCES AND REMOTE HEARINGS

3.1 Punctuality.

Attorneys and self-represented litigants are expected to appear promptly. Cases will not be delayed due to a scheduling conflict or failure to appear.

3.2 Remote Proceedings.

Remote court proceedings shall be in accordance with Circuit Court Rule 22.08 and Illinois Supreme Court Rules 45 and 241. The court shall impose appropriate safeguards to verify appearances and to ensure adequate participation, proper decorum, and a fair hearing.

3.3 In-Person Hearings and Trials.

All hearings, including prove-ups, and trials shall presumptively occur in person. A party, attorney, or witness may appear remotely for hearing or trial only by prior order of court upon showing good cause.

3.4 Motions for Remote Hearing or Testimony.

A motion for a remote hearing or to allow remote testimony shall be presented with notice at least seven days before the scheduled hearing or trial, absent good cause. The motion must include:

- why an in-person appearance is unavailable;
- subject matter of expected testimony;
- exhibits to be presented; and
- technological limitations affecting participation, if any.

3.5 Electronic Exhibits.

Electronic exhibits shall only be submitted via the court's digital exhibits submission portal at www.22ndcircuitil.gov with leave of court. If a remote hearing is allowed, exhibits shall be submitted electronically. Exhibits shall be identified, labeled, and organized in a logical manner. Each exhibit shall be submitted as a separate electronic file. Each party shall immediately serve a complete copy of submitted exhibits to the opposing party and file a proof of service.

PART IV. PRETRIAL SETTLEMENT CONFERENCE

4.1 Purpose.

Pretrial settlement conferences are intended to facilitate settlement of a case. Pretrial settlement conferences shall not be used to seek advisory opinions, nor as a substitute for dispositive motion practice or evidentiary hearings.

4.2 Scheduling.

A pretrial settlement conference may be scheduled after considering whether:

- pleadings have been answered, and dispositive motions have been heard;
- Motions for temporary relief have been resolved;
- financial affidavits and supporting documents have been exchanged;
- discovery has progressed sufficiently to permit meaningful settlement discussions; and
- settlement proposals have been exchanged.

4.3 Attendance.

Pretrial settlement conferences shall take place in person. Parties shall attend unless excused by the court. Potential witnesses and third parties shall not participate in pretrial settlement discussions.

4.4 Referral.

The court may refer a settlement conference to another family division judge.

4.5 Joint Memorandum.

A pretrial settlement conference memorandum shall be submitted at least 48 hours prior to the scheduled conference. Counsel and self-represented litigants shall confer to:

- formulate and simplify issues, and eliminate frivolous claims;
- identify statutory and case law authority regarding contested issues;
- reach stipulations of fact and documents to avoid unnecessary proofs;
- identify income, assets, and liabilities of the parties;
- prepare guideline child support and maintenance calculations;
- confirm settlement offers and summarize settlement positions; and
- prepare a joint memorandum that includes the above information.

- 4.6 Impounded Pretrial Settlement Conference Memoranda. Pretrial settlement conference memoranda shall be received by the Clerk of the Circuit Court and impounded from public access, subject to further order.

PART V. TRIAL CONFERENCE

5.1 Purpose.

Trial conferences shall address matters contemplated by Illinois Supreme Court Rule 218 and local Circuit Court Rule 11.08, including simplification of issues, stipulations, witness disclosure, exhibit management, and other matters necessary to facilitate an orderly trial.

5.2 Attendance.

Trial conferences shall be held in person. Parties are expected to attend. Potential witnesses and third parties shall be excluded.

5.3 Joint Memorandum.

A joint trial conference memorandum shall be signed and filed at least 48 hours prior to the scheduled conference. Counsel and self-represented litigants shall confer to prepare a joint memorandum that includes:

- a brief statement of the case;
- contested and uncontested issues;
- statutory and case law authority;
- stipulations of fact and genuineness of documents;
- witness lists; and
- exhibit lists.

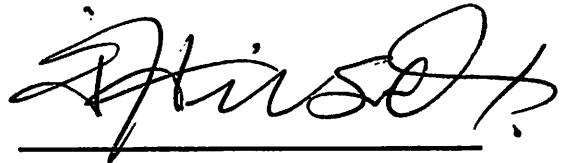
5.4 Trial Exhibits.

Exhibits shall be exchanged in advance of trial in accordance with court order or by agreement. Exhibits shall be pre-marked, indexed, and organized in a logical manner. Parties should include summaries of lengthy exhibits. An electronic copy of exhibits shall be submitted, and parties may use paper and physical exhibits when necessary. Each exhibit shall be submitted as a separate electronic file.

5.5 Sanctions.

Unreasonable failure to comply with trial conference obligations may result in sanctions against the offending party as provided under Illinois Supreme Court Rule 219(c) and 750 ILCS 5/508(b).

IT IS SO ORDERED:

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

Judge Jeffrey L. Hirsch

Dated: September 1, 2026