

## **GENERAL CHANCERY CALENDAR 4 STANDING ORDER**

**Judge Alison Conlon, Daley Center Room 2408**

**ccc.chancerycalendar4@cookcountyil.gov**

### **I. PAPERLESS CHAMBERS**

Calendar 4 is paperless. All courtesy copies must be sent by email to **ccc.chancerycalendar4@cookcountyil.gov**. If the Court requires paper copies, the Court will notify you. Please **do not** submit any paper copies unless specifically requested to do so.

### **II. IF YOU NEED A LAWYER**

If you have a case on this call and you need **advice on procedure**, you can call **JusticeCorps** (872-529-1093). A JusticeCorps information sheet is also attached below.

If you need legal advice, and you believe you may qualify financially for legal aid, please contact:

- **CARPLS** (312-738-9200) for free legal advice and perhaps a referral for more help;
- **Illinois Legal Aid Online** ([www.illinoislegalaid.org](http://www.illinoislegalaid.org)) to learn more about the law and apply for free legal aid; and/or
- **Chicago Volunteer Legal Services (CVLS)** ([www.cvls.org](http://www.cvls.org) or 312-332-1624) to inquire about possible representation.

If you need legal advice but do not qualify for legal aid, you can contact the **Justice Entrepreneurs Project (JEP)** ([www.jepchicago.community.lawyer](http://www.jepchicago.community.lawyer) or 312-546-3282) to inquire about possible representation.

### **III. ADA Accommodations**

If you are seeking an accommodation or access to a court proceeding taking place within the Circuit Court of Cook County, you are encouraged to contact the Office of Accessibility and Education's Court Disability Coordinator at 312-603-1915, 312-603-1914 (TTY), or [ocj.accommodations@cookcountyil.gov](mailto:ocj.accommodations@cookcountyil.gov).

For more information about how to request an accommodation or access, please visit <https://www.cookcountycourt.org/departments/accessibility-services>.

#### **IV. ZOOM DECORUM**

Participating in a virtual court hearing is the same as participating in any other court proceeding. The same rules of decorum apply to virtual court hearings. The same rules regarding dress codes, demeanor, language, and respect for the staff also apply. Remember that this is a formal proceeding and treat it as if you were present in the courtroom.

#### **V. STATUS AND CASE MANAGEMENT CALL**

**Time:** Statuses and case management calls are heard daily at **9:30 a.m. by Zoom or in person**, at each party's individual choice, unless otherwise ordered.

**Motions at status & case management calls:** Parties are welcome to present motions on a previously set status or case management date, as long as they email a courtesy copy to the Court at least two days in advance of the date. In other words, "piggybacking" motions to status conferences is acceptable.

#### **VI. MOTION CALL**

**Time.** Motions are heard at **10:00 a.m. by Zoom** unless otherwise ordered. This applies to all motions that are not routine, nor emergency, nor piggybacked, nor otherwise allowed in the Court's discretion. Such motions may well be scheduled at a different time in accordance with this Order.

**Courtesy copies.** A courtesy copy must be emailed to Calendar 4 at [ccc.chancerycalendar4@cookcountyil.gov](mailto:ccc.chancerycalendar4@cookcountyil.gov) at least two full court days prior to the date on which the motion is noticed. Failure to do so may result in the motion being stricken.

**Contested Motions and Hearings.** When a briefing schedule is set on a contested motion, the Court will also set a clerk's status for the fully briefed motions at 9:15 a.m.

- **The clerk's status date is conducted entirely by email, with no need to appear in person or by Zoom.**
- At or shortly before 9:15 a.m. on the clerk's status date, the movant shall submit to the Court by email, with a copy to all opposing parties, file-stamped PDF copies of all of the briefs and any exhibits, including a copy of the operative pleading. The Court will respond with a few proposed hearing dates. All parties are expected to respond timely about the preferred date and then submit an agreed proposed order to that effect.

## VII. PROPOSED ORDERS FOLLOWING ANY COURT APPEARANCE

After any appearance in Court, the Parties must email an agreed proposed order to ccc.chancerycalendar4@cookcountyil.gov. The Court requests that the parties:

- Use the fillable PDF Calendar 4 Case Management Order (available at <https://www.cookcountycourt.org/Judges-Pages/Conlon-Alison>) or use Word format, so the Court can make changes if needed.
- Identify the parties that appeared and did not appear (if any).
- State the date of the appearance.
- Include the following information for remote appearances, unless otherwise ordered:
  - Zoom Meeting ID Number: 974 5431 3798
  - Password: 501494
  - Dial In Number (if needed): (312) 626-6799

## VIII. ROUTINE MOTIONS

**Time:** Routine motions are set daily at **8:45 a.m.**

**Definition:** A “routine motion” is a motion seeking non-extraordinary, non-substantive relief, such as a proposed briefing schedule, re-scheduling, or other procedural relief (such as voluntary dismissal or default for failure to appear or plead). The Court may decline to entertain any motion as routine.

**Objections:** Any party may object to a routine motion. Objections may be made by a written filing or by email before 8:45 a.m. on the noticed date. The Court may, in its discretion, rule on the motion notwithstanding any objection. If the Court declines to entertain a motion as routine, the movant must re-notice the motion for the regular motion call and present it then.

**Procedure.** A routine motion should be noticed for 8:45 a.m. on any court day. A copy of the notice, motion, proof of service, and draft order must be emailed to ccc.chancerycalendar4@cookcountyil.gov at least two full court days before the noticed date. The movant should not appear at 8:45 a.m. on the hearing date. Unless the Court’s staff notifies the movant otherwise, stamped copies of the Order will be emailed to the parties as soon as practicable by the Circuit Court Clerk.

**Agreed Orders.** Agreed orders may be submitted to the Court by email at least **three** business days before the scheduled court date. The Court cannot guarantee that the Agreed Order will be approved, entered, and sent to the parties by the Clerk of Court by the

scheduled court date. Accordingly, if the parties do not receive an agreed order before the scheduled court date, they must appear on the scheduled date.

## **IX. DEFAULT**

**A. Holding a Party in Default:** The Court encourages parties to notice a motion to hold a party in default (for failure to appear or plead) as a routine motion. The Court requires a courtesy copy of:

- o The notice, summons showing service, and motion;
- o An attorney's signed and certified statement that the Clerk's electronic docket indicates that the defendant has not filed an appearance or answer; and
- o A military affidavit, if the default is against a person.

**B. Obtaining a Default Judgment:** The Court reminds the parties of the difference between (i) holding a party in default for failure to answer or appear and (ii) entering a default judgment against a party. The Court requires each to be obtained separately and not simultaneously. In other words, a party must first be held in default, then given notice of a separate prove-up date for a default judgment.

This Calendar does **not** entertain motions for default judgment as routine matters. Instead, motions for default judgment should be noticed for prove-up at 10:00 a.m.

With the motion for default judgment, the movant must provide:

- The notice, summons showing service, and motion for default judgment;
- A draft judgment order specifying the precise relief sought;
- A copy of the operative complaint; and
- Any other materials supporting the movant's burden of showing a *prima facie* case for the relief sought. See 735 ILCS 5/2-1301(d). Such materials include, without limitation, a Verified Complaint or other evidence provided by affidavit.

## **X. FORMAT REQUIREMENTS**

- **Page Limits.**
  - o No memorandum in support of a filing, including memoranda in support of a motion and motions and briefs in support of and in opposition to administrative review, may exceed **15 pages** without specific prior leave of Court, nor may a response.
  - o No reply memorandum may exceed **7 pages** without specific prior leave of Court.

- o Motions to exceed page limits are disfavored. This limit may not be evaded by font size, margin manipulation or otherwise. A motion for extension of page limits is **not** a routine motion.
- o If leave to file an oversized brief has been previously granted, **include the order with the briefs when submitted.**
- o **Failure to comply with these requirements will result in the noncompliant brief being stricken.**
- **Briefs.** Arguments raised only by footnote will not be considered, nor are parties permitted to circumvent page limits by merely incorporating arguments raised in other briefs by footnote or otherwise.
- **Exhibits.** If a deposition is cited, a copy of the entire transcript must be provided, with an index and exhibits.
- **Case Citations.** Online citations should be to Lexis (which the Court has), not Westlaw (which the Court does not have). If a party has access to Westlaw only, the party must append copies of key cases to its brief for the Court's review.

#### **XI. EMERGENCY & TRO MOTIONS**

See Calendar 4's "**Emergency Motion Procedures**" available on the Court's website (<https://www.cookcountycourt.org/Judges-Pages/Conlon-Alison>).

#### **XII. MOTIONS TO RECONSIDER**

Parties contemplating a motion to reconsider must consider the pertinent standard. *See, e.g., Gardner v. Navistar Int'l Transportation Corp.*, 213 Ill.App.3d 242, 248-49 (4th Dist. 1991). No response to a motion to reconsider will be accepted unless requested by the Court. All other procedures apply.

#### **XIII. FEE PETITIONS**

Fee petitions filed under seal or for in camera review will not be accepted without prior leave of Court. (This includes In re Special States Attorney fee petitions.)

#### **XIV. MOTIONS TO CONSOLIDATE**

Such motions are heard only by the Presiding Judge of the Chancery Division and must be presented on the Presiding Judge's calendar.

## **XV. DISCOVERY**

**Rule 201(k).** Before bringing any discovery dispute to the Court, the parties must confer meaningfully under Supreme Court Rule 201(k).

## **XVI. SETTLEMENT CONFERENCES**

Judge Conlon will gladly facilitate settlement conferences when all parties sincerely believe it would be fruitful. As she is the ultimate fact-finder for this Calendar, Judge Conlon generally enlists other willing colleagues to lead settlement conferences for her cases (and she does likewise for their cases). Parties may request a settlement conference at any time by emailing Court chambers.

**Appearance:** All counsel and clients shall be present unless excused by order of Court.

**Presettlement Conference Demand and Offer:** A settlement conference is more likely to be productive if, before the conference, the parties have had a written exchange of their settlement proposals. Accordingly, at least ten (10) days prior to the settlement conference, plaintiff's counsel shall submit a written itemization of damages and settlement demand to defendant's counsel with a brief explanation of why such a settlement is appropriate. No later than five (5) days prior to the settlement conference, defendant's counsel shall submit a written offer to plaintiff's counsel with a brief explanation of why such a settlement is appropriate. On occasion this process will lead directly to a settlement. If settlement is not achieved, plaintiff's counsel shall deliver electronic copies of these letters to the Calendar 4 email address [ccc.chancerycalendar4@cookcountyiil.gov] no later than two (2) days before the conference. **Do not file copies of these letters in the Clerk's Office.**

**Pretrial Memoranda:** Not less than two (2) days before the conference, each party shall email to Calendar 4 and all counsel of record, a pretrial memorandum. **Do not file the pretrial memorandum in the Clerk's Office.** The pretrial memorandum shall contain:

1. An identification of the parties and their respective attorneys (including phone number(s)).
2. A listing of all causes of action, including all counterclaims, cross claims, third party actions, etc.
3. A statement of facts and a statement of facts in dispute.
4. The issue(s) of law in the case and any issue(s) of law in dispute.
5. The actual claim(s) of plaintiff and/or defendant.
6. A statement of all amounts owed, and all amounts paid and proof thereof, if such exists, including but not limited to copies of invoices, receipts, and other

proof of outstanding balance and payment, as well as any non-monetary requests for relief.

The parties may, by mutual agreement, submit a joint pretrial memorandum in lieu of separate filings, and may submit agreed memoranda, stipulations and/or other material that may assist in the resolution of factual and/or legal issues prior to trial.

Parties shall email to Calendar 4 [ccc.chancerycalendar4@cookcountyil.gov] electronic copies of pretrial memoranda and all operative complaints, counterclaims and affirmative defenses no later than two (2) days before the conference.

**Involvement of Clients:** For many clients, this will be the first time they have participated in a court-supervised settlement conference. Therefore, counsel shall discuss the points contained herein with the client prior to the settlement conference. The client or client's authorized representative must be present at the settlement conference.

**Inadmissibility:** Statements made by any party during the pretrial will not be admissible at trial. Parties are encouraged to be frank and open in their discussions. The parties and counsel will address each other with courtesy and respect.

## **XVII. PRE-TRIAL CONFERENCE**

**Timing.** Generally, the Court sets a pre-trial conference two weeks before the trial date, subject to further order.

**Exchange of Exhibits.** At least seven (7) days before the scheduled pre-trial conference, the parties must exchange copies of their proposed exhibit lists with exhibits attached. Each proposed exhibit list must have a cover sheet showing a table with columns for (1) the exhibit number, (2) the description, (3) whether the parties stipulate to the foundation, (4) whether there are any other objections to the admissibility of the exhibit and if so, the nature of the objection, and (5) whether the exhibit was admitted or not. At least two days before the pre-trial, each party must submit a courtesy copy of said list and cover sheet with every column completed except whether the exhibit was admitted or not admitted. This requires at least one meaningful conference or more by the parties before the courtesy copy due date.

**Additional Pre-Trial Materials.** Parties must also submit courtesy copies of the following by email at least two (2) days before the pre-trial conference:

- A complete set of all motions *in limine*.
- Full transcripts of any evidence depositions which any party will use, marked to identify what portions will be offered at trial.

- A complete, pre-marked set of all exhibits, including an exhibit list which identifies each exhibit and states whether (and, if so, why) any party objects to it. Parties should avoid duplication and should stipulate to foundation wherever possible.
- A complete witness list, specifying who will, and who may, be called by each party. Failure to disclose a witness will usually result in barring the witness.

## **XVIII. DISPOSITIVE MOTIONS**

**Deadline.** Unless otherwise specified in a case management order or otherwise ordered by the court, all dispositive motions shall be filed and duly noticed for hearing such that the motion comes before the court for initial presentation and entry of a briefing schedule not later than sixty (60) days before the trial date, except by prior leave of court and for good cause shown.

## **XIX. TRIALS**

**Firm.** Trial dates are firm. Normally, trial days begin at 11:00 a.m., following completion of the morning status and motion call and end at or around 5:00 p.m.

**Motions to continue.** Motions to continue trial are disfavored and should be made, if at all, well in advance and accompanied by affidavits or other material demonstrating a specific good cause for the continuance in accordance with applicable rules.

**Court reporters.** Court reporters should be provided by the parties. If a trial is not reported, counsel will have to prepare a Bystanders' Report for any appeal. The Court will review any such document but will not itself prepare the document.

**Admission of documents into evidence.** This Calendar does not permit any party to "dump" exhibits into evidence at the conclusion of its case or at any time. If a party seeks to admit a document into evidence, even by stipulation or without objection, the party still must ask for its admission while presenting its case and before it rests. The Court has the right to request witness testimony about the document notwithstanding its agreed admissibility. Accordingly, the expected practice is for parties to present exhibits to witnesses, inform the Court of the exhibit's agreed-upon admissibility, and move for admission of the exhibit at that time, so that the witness can provide any further foundational or other testimony that the Court may need. The Court will generally not allow exhibits to be moved into evidence at the conclusion of a party's presentation without presentation to witnesses.

**XX. INTERPRETERS**

To request an interpreter, please email [ccc.chancerycalendar4@cookcountyil.gov](mailto:ccc.chancerycalendar4@cookcountyil.gov) at least two (2) days prior to the hearing, indicating what language(s) are needed. Additionally, parties may provide their own interpreters.

**XXI. PRELIMINARY INJUNCTION HEARINGS**

The purpose of a preliminary injunction hearing is not to rule on the outcome or merits of the case; instead, it is a hearing to determine whether facts exist that require a temporary intervention to prevent irreparable harm while the parties prepare for a trial on the merits. Because a preliminary injunction hearing is an evidentiary hearing, the Court expects a preparation level similar to that of a trial.

**XXII. PROPOSED CLASS SETTLEMENTS**

When parties submit joint motions to approve proposed class settlements, they must complete and include the below chart with their submission. Parties should also be prepared to answer questions about the proposed settlement, including those stated below the chart. Parties may request a fillable version of the below chart by emailing Calendar 4.

**PRELIMINARY APPROVAL CHART**

**Instructions:** When parties submit joint motions to approve proposed class settlements, they must complete and include this chart with their submission. Parties should also be prepared to answer questions about the proposed settlement, including those stated below.

<i>Settlement fund</i> <sup>1</sup>	
<i>Number of class members</i>	
<i>Attorneys' fees</i> <sup>2</sup>	
<i>Litigation costs</i>	
<i>Administrative costs</i> <sup>3</sup>	
<i>Incentive award(s)</i>	
<i>Net class member recovery</i>	
<i>Is there a reverter or clear sailing provision?</i>	

Questions:

What is the nature of defendant's business? How much turnover is there of class members? How many still work for the defendant?

What are the primary languages of class members?

How confident are the parties in the quality of the contact information for class members? What will be done to confirm contact information (i) before notice and (ii) if notice is unsuccessful?

How will notice be sent to the class members?

Will class members need to opt in? If so, what response rate do you anticipate based on your experience?

What will happen to unclaimed funds?

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<sup>1</sup> Stated as a dollar amount

<sup>2</sup> Stated as a percentage of settlement fund

<sup>3</sup> Stated as an estimate or "not to exceed" quote

### **XXIII. ORAL ARGUMENT**

The Court carefully reviews briefs and exhibits before hearings. Consequently, except with permission from the Court, each side shall anticipate having no more than 15 minutes for argument. For the movant, this includes time for reply argument.

### **XXIV. CIVILITY**

Cook County Domestic Relations Division Local Rule 13.11 on Civility is hereby adopted by Calendar 4. This rule applies to all matters pending on Calendar 4. Please note that the rule applies to lawyers and self-represented parties. Lawyers and self-represented parties shall carefully review the rule in its entirety and are expected to and shall comply with the rule at all times. For convenience, the rule is posted here.

#### **13.11. Civility**

In accordance with Illinois law, lawyers and parties choosing to represent themselves without a lawyer, also known as self-represented litigants, must comply with the same rules and will be held to the same standards, including those listed below.

#### **(a) Decorum, Fairness and Administration**

**(i)** A lawyer shall treat the court, opposing counsel and witnesses in a civil and courteous manner, not only in court, but also in all written and oral communications.

**(ii)** A lawyer shall cooperate in all phases of litigation that are not contested, reserving debate only for contested issues, in order that cases may be expeditiously resolved without incurring unnecessary expenses.

**(iii)** Lawyers shall not engage in any conduct that brings disorder or disruption to the courtroom. Lawyers shall instruct their clients and witnesses appearing in court of the proper conduct expected and required in court, and, to the best of their ability, prevent their clients and witnesses from acting inappropriately.

**(iv)** A lawyer shall not, even when called upon by a client to do so, abuse or engage in offensive conduct or do any acts that may contribute to hostility or acrimony between the parties or others related to the pending action.

**(v)** A lawyer shall advocate the legitimate interests of his or her client, but shall not exceed the bounds of zealous advocacy.

**(vi)** Lawyers shall not knowingly misrepresent, mischaracterize, misquote or miscite facts or authorities in any oral or written communication to the court.

**(vii)** A lawyer shall be prepared for all court appearances, negotiations, and other incidents of litigation.

**(viii)** A lawyer shall admonish each witness presented by the lawyer, who is not adverse, to testify truthfully.

**(ix)** A lawyer shall not interrupt the court or opposing counsel, except when necessary to make an effective objection.

**(x)** A lawyer shall not engage in argument that is deliberately disruptive or inflammatory.

**(xi)** A lawyer shall respect that truth and equity are best established in an atmosphere free of agitation.

**(xii)** A lawyer shall do nothing that might impair the ability of the court to reach a just result.

**(xiii)** Lawyers shall stipulate to relevant matters if they are undisputed and if no good faith advocacy basis exists for not stipulating.

**(xiv)** When a draft order is to be prepared by counsel to reflect a court ruling, counsel shall draft an order that accurately and completely reflects the court's ruling. One counsel will promptly prepare and submit a proposed order to other counsel and attempt to reconcile any differences before the draft order is presented to the court.

**(xv)** Lawyers shall not engage in ex parte communications with a judge concerning a case pending before the court.

**(xvi)** Unless specifically permitted or invited by the court, lawyers shall not send copies of correspondence between counsel to the court. This does not include transmission of courtesy copies of pleadings to the court.

**(xvii)** Lawyers shall adhere to all express promises and to agreements with other counsel, whether oral or in writing.

**(xviii)** When lawyers reach an oral understanding on a proposed agreement or a stipulation and decide to commit it to writing, the drafter will endeavor in good faith to state the oral understanding accurately and completely. The drafter shall provide the other counsel with the opportunity for review of the writing. As drafts are exchanged between or among counsel, changes from prior drafts shall be identified in the draft or otherwise explicitly brought to the attention of the other counsel. Lawyers shall not include in a draft matter to which there has been no agreement without explicitly advising the other counsel in writing of the addition.

**(xix)** A lawyer shall at all times act reasonably to protect minor children of the parties engaged in a dispute from adverse effects of the proceedings.

**(xx)** A lawyer shall not present a claim or assert a defense involving children for other than the purpose contained in the claim or the defense. For example, a claim for allocation of parental responsibilities, the purpose of which is to reduce an obligation for children's support, is prohibited.

### **(b) Scheduling**

**(i)** Lawyers shall not time the filing or service of motions, pleadings or discovery in any way that unfairly limits another party's opportunity to respond.

**(ii)** Lawyers shall, absent genuine urgency, consult with each other regarding scheduling matters in a good faith effort to avoid scheduling conflicts.

**(iii)** Lawyers shall endeavor to accommodate previously scheduled dates for hearings, depositions, meetings, conferences, vacations, seminars, or other functions that produce good faith calendar conflicts on the part of other counsel. If a lawyer has been given an accommodation because of a calendar conflict, the lawyer shall notify those who have accommodated the lawyer as soon as the conflict has been removed.

**(iv)** Lawyers shall agree to reasonable requests for extensions of time and for waiver of procedural formalities, provided that the clients' legitimate rights will not be materially or adversely affected.

**(v)** Counsel shall notify other counsel and, if appropriate, the court or other persons, at the earliest possible time when hearings, depositions, meetings, or conferences are to be canceled or postponed. Early notice avoids unnecessary travel and expense of counsel, and may enable the court to use the previously reserved time for other matters.

**(vi)** Lawyers shall be punctual and prepared for all court appearances so that all hearings, conferences and trials may commence on time; if delayed, lawyers will notify the court and counsel, if possible.

### **(c) Discovery Conduct**

**(i)** Lawyers shall not use any form of discovery or discovery scheduling as a means of harassment.

**(ii)** Lawyers shall cooperate in the production of uncontested discovery.

**(iii)** Lawyers shall take depositions only when actually needed to ascertain facts or information or to perpetuate testimony. Lawyers shall not take depositions for the purposes of harassment or to increase litigation expenses.

**(iv)** Lawyers shall not engage in any conduct during a deposition that would not be appropriate in the presence of a judge.

**(v)** Lawyers shall carefully focus document production requests so that they are limited to those documents they reasonably believe are necessary for the prosecution or defense of an action. Lawyers shall not design production requests that place an undue burden or expense on a party.

**(vi)** Lawyers shall respond to document requests reasonably and not strain to interpret the request in an artificially restrictive manner to avoid disclosure of relevant and non-privileged documents. Lawyers shall not produce documents in a manner designed to hide or obscure the existence of particular documents or information.

**(vii)** Lawyers shall carefully focus interrogatories so that they are limited to those matters they reasonably believe are necessary for the prosecution or defense of an action, and they shall not design them to place an undue burden or expense on a party.

**(viii)** Lawyers shall respond to interrogatories reasonably and completely, and shall not strain to interpret them in an artificially restrictive manner to avoid disclosure of relevant and non-privileged information.

**(ix)** Lawyers shall base their discovery objections on a good faith belief in their merit and will not object solely for the purpose of withholding or delaying the disclosure of relevant information.

**(x)** Lawyers shall make good faith efforts to resolve by agreement any objections to matters contained in pleadings and discovery requests and objections.

**(d) Non-Discrimination and Anti-Harassment Policies**

It is the policy of the Domestic Relations Division of the Circuit Court of Cook County to ensure that all individuals conducting business with the Domestic Relations Division are treated in a dignified, civil, respectful and non-discriminatory manner. This policy intends to promote public confidence in the fairness and integrity of the judicial system and the judicial process and prohibits all forms of discrimination and harassment on court premises.

**(i)** Lawyers shall not engage in discriminatory conduct on court premises. Discriminatory conduct includes actions that cause an individual or group of

individuals to be treated less favorably than another individual or group based on a person's race, color, nationality, sex, gender (including pregnancy and postpartum), gender identity, age, sexual orientation, socioeconomic status, disability, religion or physical characteristics.

**(ii)** Lawyers shall not engage in any conduct on court premises that could reasonably be interpreted as harassment. For purposes of this policy, harassment is any verbal or physical conduct and/or behavior designed to threaten, intimidate, or coerce an employee, court staff, client, lawyer, litigant, witness, or any other person involved in the case or working in or on behalf of the legal system.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this rule:

- (1) Verbal harassment: Includes, but is not limited to, comments, remarks, jokes or innuendos that are offensive regarding a person's race, color, nationality, sex, gender (including pregnancy and postpartum), gender identity, age, sexual orientation, socioeconomic status, disability, religion or physical characteristics.
- (2) Non-verbal harassment: Includes, but is not limited to, the distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect towards any person's race, color, nationality, sex, gender (including pregnancy and postpartum), gender identity, age, sexual orientation, socioeconomic status, disability, religion or physical characteristics. Also includes knowingly disregarding a person's personal space.
- (3) Sexual harassment: Includes, but is not limited to, any uninvited sexual advances, requests for sexual favors or other physical or verbal conduct of a sexual nature, including uninvited touching of a person's back, hand, arm, leg or any other part of a person's body, and vulgar or lewd comments, jokes, noises, gestures, text messages or emails. Also includes threats by any officer of the court to recommend or propose certain outcomes in exchange for sexual favors.

**(iii)** Discrimination and harassment will not be tolerated on court premises. Any lawyer, employee, client, litigant, witness or any other person working in or on behalf of the legal system who believes discrimination or harassment has occurred is encouraged to report the incident to the Attorney Registration and Disciplinary Commission, the Judicial Inquiry Board, law enforcement agencies, the judge presiding over the case or the Presiding Judge of the Domestic Relations Division, as appropriate.

# DO YOU HAVE QUESTIONS ABOUT COURT?

CALL THE COURT INFORMATION HELPLINE **(872) 529-1093**



9:00 am to 4:00 pm  
Monday through Friday



Staffed by Illinois  
JusticeCorps volunteers

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Helpline volunteers **CANNOT** give legal advice, but they **CAN** provide information about:



## COURT OPERATIONS & PROCEDURES

How court operations have changed as a result of the pandemic  
Filing paperwork, applying for fee waivers, and scheduling court dates  
Basic procedural questions about court operations

## VIRTUAL COURT APPEARANCES

How to use Zoom to attend court online instead of in person  
Figuring out which Zoom meeting IDs and passcodes to use for court  
Downloading, logging in, and using Zoom for virtual court



## PAPERWORK & ELECTRONIC FILING (E-FILING)

How to find court paperwork online or in person at the courthouse  
Finding the correct court paperwork, including fee waiver applications  
Submitting paperwork to court electronically or in person with an exemption

## OTHER RESOURCES AVAILABLE TO HELP

Making a request for an interpreter or an accommodation for a disability  
Contacting a clerk or member of court staff for information about a case  
Referrals to other resources available to help with court cases



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## DO YOU WANT TO TALK TO A LAWYER?

If you cannot afford a lawyer, you may be able to get **free legal help**



Call the **CARPLS Legal Aid Hotline** to talk to a lawyer for free legal advice and referrals for more help at **(312) 738-9200**



Visit **Illinois Legal Aid Online** to learn more about the law and apply for free legal aid at **[www.illinoislegalaid.org](http://www.illinoislegalaid.org)**