

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS COUNTY
DEPARTMENT, LAW DIVISION**

STANDING ORDER

JUDGE SANDRA GISELA RAMOS

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1. Trial Availability for Complex Cases

- Pursuant to GAO 24-1, attorneys should **not** contact Judge Ramos to determine availability for advanced random assignment of complex cases for trial. All communications should be directed to Room 2005.

2. Initial Assignment for Trial

- Upon assignment, all parties are expected to arrive promptly and present themselves at Room 2401.
- Per Ill. S. Ct. R. 45, trials will be conducted in person, with the exception of those witnesses who need to testify via Zoom.

3. Substitution of Judge

- It is a parties' right to make a substitution of judge. However, **oral motions for substitutions of judge will not be accepted**, per Ill. R. Cir. Ct. Cook Cnty. 23.6-7.
- All motions must be written and filed with the Clerk, then presented to the Court.
- Parties should use the provided standing order form to file with the Clerk.
- Motions for SOJ must be heard by the Judge to which the parties are assigned. These motions must also personally name the Judge being subject to SOJ.

4. Trial Documents Required by the Court

- Upon assignment, parties must come to the Court with the following:
 - Written Motions in Limine. Parties should provide a copy of these to the Court. Unless specified, all Motions in Limine are reciprocal.
 - An unmarked and marked copy of jury instructions ready to discuss and review with the Court.
 - An agreed-upon statement of the case, in writing, that includes: the parties, the nature of the case, the attorneys, and a list of witnesses to be called.
 - A list of all exhibits.

- Rule 213 disclosures.
- Stipulations.
- Any other information of which a party wishes to inform the Court.

5. Jury Selection

- After examination by the Court, it is up to the parties to select a jury.
- Per Ill. S. Ct. R. 434, each party is allowed five peremptory challenges.

6. Trial Conduct

- All parties are expected to show respect to opposing counsel and the Court.
- Opening statements should advise the jury what the evidence will be and not argue the evidence before the jury. The Court will not limit opening statements within reason.
- If evidence depositions are to be used, it is the parties' obligation to secure rulings on any objections therein prior to use at trial.
- Objections made in court must not be made in an argumentative manner. Objections are assumed to be for relevance unless otherwise stated. If a party requires further explanation, it must request a sidebar with the Court to be had outside the presence of the jury. It is in the Court's discretion to limit these discussions. The Court will not entertain debate on a motion once the Court has ruled.
- Within reason, the Court will not impose a time limit on parties for closing and final argument. If exhibits are to be used, they should be shown to the opponent and objections raised to ascertain whether the exhibits have been admitted either substantively or demonstratively.
- Apart from exceptions required under Ill. S. Ct. R. 44, no audio and/or visual recording devices whatsoever may be used to record trial proceedings.

7. Motions

- All communications with the Court regarding motions shall take place by emailing the Court at Sandra.Ramos@cookcountyil.gov. All email correspondence to the Court must copy all parties.
 - Any motions in excess of 20 pages should not be emailed. Rather, a physical, courtesy copy should be provided to the Court. The Court must be informed where a party is providing the Court with a physical copy and not an electronic copy.
- Each party shall file their motions with the Clerk of the Circuit Court. The movant is responsible for providing the Court with either an emailed copy or a physical copy of the motion in its entirety. Movant's failure to do so will result in a denial or continuance of the motion.

- Any submission to the Court that must contain the Clerk's stamp is required to be sent to every other party to the litigation.
- Any document that does not comply with this Order shall be struck by the Court.

8. Brief / Pleading Format

- All briefs shall have exhibits/attachments that are clearly labeled with identifying names.
- All briefs shall be:
 - Double spaced
 - 12-point, Times New Roman font
 - Supported by parallel citations, where available
 - No longer than 15 pages

9. Orders

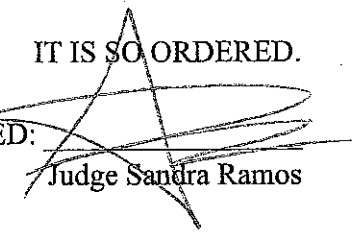
- Movant is responsible for sending the order to all parties. Proof that the order was sent to all parties is required in all courtesy copies of motions submitted to the Court.
- Failure to submit proof that the order regarding the motion was sent to all parties may be a basis for the denial or continuance of the motion until such proof is presented to the Court.

10. Artificial Intelligence

- Per the Illinois Supreme Court Policy on Artificial Intelligence, this Court does not require a party submitting any pleading to disclose the use of AI in the pleading's creation. However, use of AI in other filings must be disclosed in writing on the submitted document. This Court neither encourages nor discourages parties' use of AI.
- Parties remain fully responsible for verifying the existence and accuracy of any authority cited. Failure to do so may result in sanctions.

11. Modification

- The Court may modify this Standing Order at any time.

IT IS SO ORDERED.
 ENTERED: 
 Judge Sandra Ramos

