

Thomas J. Difanis
CIRCUIT JUDGE
COURTHOUSE
101 East Main Street
URBANA, ILLINOIS 61801-2772

SIXTH JUDICIAL CIRCUIT
CHAMPAIGN COUNTY

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TO: Circuit Court Staff
Members of the Champaign County Bar

FROM: The Judges of Champaign County

RE: Setting of Hearings on Civil Motions

DATE: June 18, 2009

In order to save time for the parties, counsel and the Court, as well as reduce the costs associated with the creation and mailing of notices, the following protocol has been adopted with regard to the setting of hearings on civil motions.

Upon the filing of a civil motion requiring a hearing, the Court Clerk will contact the Movant to obtain the e-mail addresses of all counsel and/or pro se parties. The Court will set the hearing (with briefing schedules as applicable) and give notice to parties/counsel via that e-mail address. A paper copy of the notice will be placed in the Court file.

Parties/Counsel are required to confirm receipt of this notice via e-mail within two business days of receipt the notice. If no e-mail is received, the Court Clerk will contact the parties/counsel to verify receipt and will note this in the docket.

All filing of documents with the Circuit Clerk and all filing of courtesy copies must be in hard copy (paper) form.

IN THE CIRCUIT COURT OF THE SIXTH JUDICIAL CIRCUIT
CHAMPAIGN COUNTY, ILLINOIS

ADMINISTRATIVE ORDER 2009-05

SETTING OF HEARINGS ON CIVIL MOTIONS

The following protocol has been established for the setting of hearings on civil motions and requests for Case Management Conferences:

Upon the filing of a civil motion requiring a hearing or the request for Case Management Conference, the Movant is required to put the e-mail address of all counsel and/or pro se parties in the filing. If advised by the Movant that no e-mail address exists, a paper schedule/order will be mailed. The Court will set the hearing (with briefing schedules/case management conference orders as applicable) and give notice to parties/counsel via the e-mail addresses. A paper copy of the notice will be placed in the Court file.

All filings of documents with the Circuit Clerk and all filing of courtesy copies must be in hard copy (paper) form.

THIS ORDER IS EFFECTIVE IMMEDIATELY.

DATE:

8/4/09

ENTER:

Thomas J. Difanis

Thomas J. Difanis, Presiding Judge