

IN THE CIRCUIT COURT OF THE NINTH JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS

_____))
_____))
Plaintiff,)
vs.) Case No. _____
_____))
_____))
Defendant.)

NOTICE OF SETTING INITIAL CASE MANAGEMENT CONFERENCE - CIVIL

Pursuant to Supreme Court Rule 218 and pursuant to local Circuit Court Rule Part 3.25, to assist in the orderly preparation for trial and of jury calendars,

TAKE NOTICE THAT the above cause is set for initial case management conference on the _____ day of _____, 20____, at _____ o'clock ____m. at the _____ County Courthouse, _____, Illinois.

IT IS FURTHER DIRECTED THAT:

A. Each party shall be represented at the initial case management conference by an attorney who has full knowledge of the case and has authority to bind the party by stipulation.

B. Counsel should be prepared to stipulate and agree with respect to discovery procedures, closing date for discovery, and proposed times for a Final Pre-Trial Conference.

C. To the extent possible, matters of pleading and discovery procedure shall be settled or agreed upon at the initial case management conference.

D. At any case management conference, an appropriate case management order shall be entered in substantially the same form as that suggested in Appendix Part 10.00 of the Circuit Court Rules, Form 320, "Civil Case Management Order."

E. The Court, on its own motion or upon motion of any party, may order additional case management conferences or pre-trial conferences as may be appropriate.

F. In cases where the initial case management conference has been previously authorized by the court to be conducted by telephone conference, it is the responsibility of plaintiff's counsel to initiate the conference call to the Court unless counsel have made other arrangements for a different party to initiate the call.

G. All inquiries or correspondence regarding initial case management conferences should be directed to the judge assigned to hear the case, or if no judge is yet assigned, to the Administrative Judge of the county.

H. The Circuit Clerk shall notify all counsel of record of the setting of the initial case management conference by mailing a copy of this Notice to all counsel within five days after entry of this order.

DATE: _____

CLERK OF THE CIRCUIT COURT
_____ County, Illinois

(PROOF OF SERVICE HERE OR ATTACHED)