

**STANDING ORDER ON COURTROOM PROCEDURES**  
**The Honorable John F. McAdams**  
**Courtroom 116**

The following procedures are implemented with the intention of expediting the management of cases and the operation of the daily court dockets in courtroom 116 only. Accordingly, the court hereby enacts the following procedural guidelines for all cases scheduled to be heard in courtroom 116 until further order of court:

**A. Non-evidentiary and uncontested matters.** Counsel and litigants are allowed to appear remotely via Zoom® without prior court approval on non-evidentiary and uncontested matters. To facilitate remote access, the court will initiate an open Zoom® meeting at the beginning of each court session. No invitation or password is necessary to join an open meeting (instructions for joining a remote Zoom® hearing can be found on the Kendall County Government website available at [www.kendallcountyil.gov/offices/judiciary](http://www.kendallcountyil.gov/offices/judiciary).) Strict adherence to local rules pertaining to conduct and etiquette during remote hearings is expected. All parties should be dressed appropriately, no hats, eating or drinking.

**B. Evidentiary matters and contested hearings:** All parties and witnesses are required to be present in court to participate in evidentiary matters and contested hearings, unless a remote appearance is approved in advance. Accordingly, the parties are prohibited from filing a notice of hearing requesting an immediate Zoom® hearing on a contested matter.

**C. Agreed Orders-Efiling:** The court will consider the entry of routine agreed orders off call, at any time, provided the order is signed by the litigants and/or counsel of record. Unless otherwise directed, all proposed orders should be electronically filed with the Circuit Clerk's office. Once signed, it shall be the responsibility of the parties to obtain copies; electronic orders will not be mailed to the parties. Prior to submitting a proposed order setting a future court date, counsel must first confirm the availability of the requested date from the Circuit Clerk's office, or the proposed order may be rejected.

**D. Deadline for entry of electronic orders.** Orders resulting from remote appearances must be prepared by the moving party and electronically filed no later than 3:00 p.m. on the same date of the remote appearance. Failure to do so may result in sanctions, including dismissal of the matter pending before the court.