

COURTROOM D

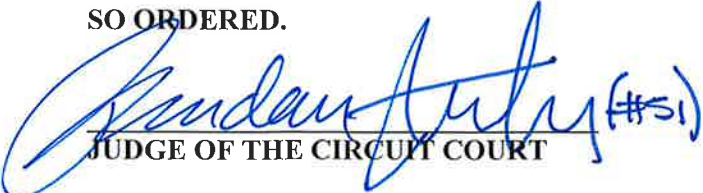
STANDING ORDER NO. 1
(Schedule & Time Management)

1. **The Court will be prepared to begin promptly at the time specified on the docket.** The Courtroom D bailiff will put the Judge on the bench as soon as counsel are prepared to have cases called. At and prior to the start of the regularly scheduled "Felony Status Call," defense counsel shall inform the Courtroom D bailiff (Kara Freet) when counsel is ready to have a client's case called, and shall identify the defendant by both **last name** and **docket line number**. The bailiff will inform the Judge and the Clerk of the cases that are prepared to be called. All counsel should be prepared to have their cases called once the Felony Status Call begins.
2. Unless an attorney of record is specifically held to court before another Judge, all defendants and all counsel are expected to appear **on time** for any scheduled matter. If counsel is appearing first before another Judge in another courtroom, counsel shall request the bailiff in the other courtroom to contact the Courtroom D bailiff and notify her or him of the delay and of counsel's expected time of arrival.
3. Excluding brief delays within the scope of #2, above, if for any reason counsel of record is not able to appear before the Court as scheduled on behalf of his or her client(s), he or she shall arrange for another attorney to appear on his or her behalf.
4. At or before the Final Jury Pre-Trial Conference (generally scheduled on the Wednesday morning prior to the week of the a Jury Trial), in order to assist the Court, Trial Court Administration, the Circuit Clerk and the Jury Commission with overall scheduling of cases and courtrooms, the State and/or defense counsel **shall advise the Court at the earliest possible time of the anticipated total amount of trial time that a trial will or is likely to require from start to finish.**
5. If one or both counsel anticipate and agree that a previously scheduled motion, hearing or trial **will not proceed for any reason,** please contact the Judge, the Judge's bailiff (Kara Freet) or administrative assistant (Kelsey Schorsch) as soon as reasonably possible so that the matter can be addressed and in order to assist the Court in the efficient scheduling of other matters pending before the Court.
6. Requests for a special setting before the Court and requests to change a previously set court date must be made directly to the Judge in Courtroom D. Neither the Circuit Clerk's office nor an Administrative Assistant shall be contacted directly with such requests. Schedule change requests should be made **as far in advance as is reasonably practical under the circumstances** and should be made either:
 - (1) **in person** (whether in open court or in chambers) with opposing counsel present; or
 - (2) by e-mail **if opposing counsel and the Judge's administrative assistant are both copied in the e-mail.** The Judge's e-mail for such requests is bmaher@17thCircuit.illinoiscourts.gov. The Judge's Administrative Assistant is Kelsey Schorsch, whose e-mail is: Kschorsch@17thcircuit.illinoiscourts.gov.

The Court expects and appreciates the professional courtesy of counsel to both the Court and to one another with respect to scheduling and time management issues.

SO ORDERED.

Entered: 09/15/2020
(Amended)


JUDGE OF THE CIRCUIT COURT