

IN THE CIRCUIT COURT FOR THE SEVENTH JUDICIAL CIRCUIT
SANGAMON COUNTY, ILLINOIS

STANDING ORDER ON CASES BEFORE JUDGE SCHMIDT

This standing Order pertains to all cases assigned to Judge Robin L Schmidt.

1. Every attorney shall file a written appearance or other pleading before addressing the Court unless the attorney is presenting a motion for leave to appear by intervention or otherwise.
2. Every attorney must file an entry of appearance with the Sangamon County Circuit Clerk. The document shall comply with Supreme Court Rule 131(d) and shall bear the attorney's name, business address, e-mail address, and telephone number.
 - a. The attorney must designate a primary e-mail address and may designate no more than two secondary email addresses.
 - b. The attorney email addresses are mandatory in accordance with Supreme Court Rule 11 so that documents and notices will be served in conformance with the Rules.

Standing Order on Communications with Court and Court Staff

3. Unless otherwise directed by the Court, all written correspondence with the Court or Court staff by counsel or counsel's staff shall include the opposing counsel as a recipient of the correspondence. This includes emails and letters.

Zoom Hearings

4. Appearances via "Zoom" are allowed only with permission of the court. Attorneys and litigants requesting zoom must contact Judge Schmidt or her Administrative Assistant to schedule. If a hearing is conducted by Zoom, the attorneys are responsible for noting the date and time and logging into the meeting. No Zoom invite will be sent by the Court. The Court's meeting ID and password remain the same. The party who scheduled the hearing is responsible for sending and filing a Notice of Hearing along with the Court's Remote Hearing Instructions as an attachment.

Courtesy Copies:

5. Courtesy copies of all pleadings must be mailed or hand delivered to Judge Schmidt. Emailed courtesy copies are only allowed with permission from Judge Schmidt or her Administrative Assistant.
6. When e-filing a document, be as detailed as possible in the "Filing Description" so as to assist the clerk in determining what is being filed. (The more detailed the description, the easier it will be to find it on the docket in the future). In addition, add Judge Schmidt to the notification for e-filing.
7. A proposed order shall accompany every motion and be emailed to the Judge in Word format.
8. Courtesy copies must be in the following format:

- a. The pleadings are to be printed on both sides of the paper or double-sided, three-hole punched and organized, preferably in a binder if the documents are in excess of an inch.
 - b. The pleadings and exhibits are to be separated by tabs.
 - c. Each exhibit should be clearly labeled and tabbed accordingly
9. Each pleading should contain an index of the documents contained therein
 10. There must be a pleading label on the front of the binder as well as the spine clearly stating the case name.
 11. Contact information for the attorneys (as set forth above) must be provided.
 12. Condensed sized depositions (4 pages to a page and double sided) are preferred.
 13. The Clerk may reject any documents which do not conform to this Standing Order and the Illinois Supreme Court Rules. (See Rule 131(a)).
 14. Before a hearing can be set on a pleading, it must be filed with the circuit clerk.

Date: August 10, 2023

/s/ Robin L Schmidt

Robin L Schmidt
Circuit Court Judge