

RULES OF PROCEDURE FOR ROOM 1307  
EFFECTIVE JANUARY 20, 2000

9:00 A.M. INTAKE DAY - TUESDAY  
9:30 A.M. TRIALS, STATUS and MOTIONS

The following procedures shall be in effect for Room 1307 beginning January 20, 2000 and until further order of court:

I. INTAKE DAY

The Intake Day for Room 1307 is Tuesday at 9:00 A.M. Counsel familiar with the file must be present. Counsel is required to fill out and submit an information sheet on the Intake Day.

II. MOTION CALL

Motions will be heard Monday, Tuesday, Thursday and Friday at 9:30 A.M. Courtesy copies of all motions and briefs shall be filed with the clerk of Room 1307 at least three (3) days before the hearing.

Motions heard in 1307 are limited to trial issues only. These motions cannot affect or alter any rulings previously determined in courtroom 1501. Any motions related to discovery, arbitration or any other unresolved matters will be heard in 1501.

MOTIONS OR STIPULATIONS TO DISMISS SETTLED CASES MAY BE PRESENTED AT ANY TIME.

III. TRIAL CALL

Cases set for trial will be heard at 9:30 A.M. and are expected to proceed to trial.

IV. CONTINUANCES

CONTINUANCES ARE NOT FAVORED

Motions seeking a continuance not in compliance with Supreme Court Rule 231 and not brought with due diligence upon recognition of the problem may not be granted. If a material witness is unavailable, a copy of the served subpoena must be attached to the S.Ct. 231 Affidavit. Engagement of attorney in another trial requires an affidavit stating the case number, name of case and judge hearing the case.

NO MOTION FOR CONTINUANCE WILL BE ALLOWED ON THE DATE OF TRIAL, EXCEPT FOR A VERIFIED DIRE EMERGENCY.

V. Civility is expected to be practiced among counsel and between the court and counsel at all times.