

ADMINISTRATIVE ORDER ONE

The Circuit Clerks of the respective counties within the Third District of the Illinois Appellate Court are requested not to send to this Court with the record on appeal any physical evidence included in the record as an exhibit. Evidence of a descriptive or documentary nature, such as papers or photographs, should still be included in the record on appeal. If an exhibit of physical evidence is required for consideration on appeal, the Circuit Clerk may forward to the Clerk of this Court such exhibit only upon the written request of one of the Justices of this Court.

It is the further order of this Court that in preparing the record on appeal, Circuit Clerks are to submit for filing records containing the original documents from the Circuit Clerk's file and not photostatic copies unless such original papers do not exist.

ENTERED: April 29, 1980

JUSTICE JAY J. ALLOY, Presiding

JUSTICE ALBERT SCOTT

JUSTICE ALLAN L. STODER

JUSTICE TOBIAS BARRY

JUSTICE RICHARD STENGEL

ADMINISTRATIVE ORDER
TWENTY-SEVEN

IT IS THIS DAY ORDERED BY THE COURT THAT video and audio tapes included as part of the record on appeal are not to be released to the parties or their attorneys. If the parties or their attorneys need to review such tapes they may do so at the circuit court, if the court has such equipment available, or at this court. Alternatively, the circuit court may provide the parties or their attorneys duplicates of the original tapes if it desires to provide this service. If the circuit court does not wish to provide this service, it may send the tapes to this court and this court will, upon request, provide duplicates of the tapes for a fee commensurate with the cost of production thereof.

ENTERED: May 20, 1992.

JUSTICE TOBIAS BARRY, Presiding

JUSTICE MICHAEL P. McCUSKEY

JUSTICE KENT SLATER

JUSTICE ALLAN L. STODER

JUSTICE JOHN A. GORMAN

JUSTICE HERMAN S. HAASE

ADMINISTRATIVE ORDER
THIRTY-FOUR

THE THIRD DISTRICT APPELLATE COURT finds that a problem exists with regard to non-exempt appellants failing to pay the circuit courts of this district for the preparation of the record on appeal. The Court further finds that the circuit courts are nonetheless preparing the records and filing them with this Court in the belief that this Court may find them in contempt for failing to do so. This Court hereby declares that it will not require the circuit courts of this appellate district to prepare and file the record on appeal in any case where the appellant is required to pay a record-preparation fee but has failed to do so.

ENTERED: MAY 11, 1994.

JUSTICE KENT SLATER, Presiding

JUSTICE ALLAN L. STOUDER

JUSTICE PEG BRESLIN

JUSTICE TOM M. LYTTON

JUSTICE TOBIAS BARRY

JUSTICE MICHAEL P. McCUSKEY

ADMINISTRATIVE ORDER
NUMBER THIRTY-SIX

When filing an Emergency Motion, the moving party must notify the opposing party or attorney by telephone prior to filing and transmit by facsimile a copy to the opposing party or attorney. This requirement does **not** excuse the moving party from complying with the normal notice requirements. Emergency motions shall be filed in this court by personal delivery or, if that is impractical, by overnight mail. They shall be prominently labelled as "**EMERGENCY**" Motions.

ENTERED: January 19, 1995.

JUSTICE ALLAN L. STOUWER, Presiding

JUSTICE PEG BRESLIN

JUSTICE TOM M. LYTTON

JUSTICE MICHAEL P. McCUSKEY

JUSTICE KENT SLATER

JUSTICE WILLIAM E. HOLDRIDGE

ADMINISTRATIVE ORDER
THIRTY-SEVEN

THE THIRD DISTRICT APPELLATE COURT finds that a problem exists with regard to non-exempt appellants failing to pay court reporters for preparation of reports of proceedings. The Court further finds that court reporters are nonetheless preparing reports of proceedings in the belief that this Court may find them in contempt for failing to do so. This Court hereby declares that it will not require court reporters to prepare reports of proceedings in any case where the appellant is required to pay a preparation fee but has failed to do so.

ENTERED: June 21, 1995.

Justice Allan L. Stouder, Presiding

Justice Peg Breslin

Justice Tom M. Lytton

Justice Michael P. McCuskey

Justice William E. Holdridge

Justice Kent Slater

ADMINISTRATIVE ORDER
THIRTY-EIGHT

THE THIRD DISTRICT APPELLATE COURT will, effective this date, accept condensed Reports of Proceedings in which four transcript pages are compressed onto a single page. If the party paying for the reports of proceedings objects to the compressed format, the court reporters shall use the standard format.

ENTERED: July 18, 1995.

Justice Allan L. Stouder, Presiding

Justice Peg Breslin

Justice Tom M. Lytton

Justice Michael P. McCuskey

Justice William E. Holdridge

Justice Kent Slater

ADMINISTRATIVE ORDER
NUMBER THIRTY-NINE

IT IS THIS DAY ORDERED BY THE COURT that Briefs filed in the Third District Appellate Court shall contain Statements of Facts NOT EXCEEDING FIFTEEN PAGES in length.

ENTERED: October 11, 1995.

Justice Allan L. Stouder, Presiding

Justice Peg Breslin

Justice Tom M. Lytton

Justice Michael P. McCuskey

Justice Kent Slater

Justice William E. Holdridge

ADMINISTRATIVE ORDER
FORTY-THREE

IT IS THIS DAY ORDERED BY THE COURT that Motions and Responses thereto filed in the Third District Appellate Court shall NOT EXCEED EIGHT PAGES in length. Moreover, they shall be neatly and legibly produced on paper 8-1/2 by 11 inches, double spaced, with the text in type not smaller than standard elite typewriting and not to exceed 6 by 8-1/2 inches.

ENTERED:

Justice Kent Slater, Presiding

Justice Thomas J. Homer

Justice Peg Breslin

Justice Tom M. Lytton

Justice Judith E. Koehler

Justice William E. Holdridge

ADMINISTRATIVE ORDER
FORTY-SEVEN
(Modified May 19, 2010)

Pursuant to our authority under Supreme Court Rule 311(a)(6) to adopt mandatory procedures to ensure completion of Rule 311(a) appeals within 150 days after the filing of the notice of appeal, we hereby adopt the following local rules. These rules augment Rule 311(a) and will not excuse noncompliance with its specific terms.

1. The clerk of each circuit court in the Third District is ordered to:

A. Post a notice informing all attorneys and parties of the need to include the following statement in bold type on every document: **THIS APPEAL INVOLVES A QUESTION OF CHILD CUSTODY, ADOPTION, TERMINATION OF PARENTAL RIGHTS OR OTHER MATTER AFFECTING THE BEST INTERESTS OF A CHILD.**

B. Stamp every document, including but not limited to the notice of appeal and the record, which the circuit court clerks transmit to this court in a case falling within the scope of Supreme Court Rule 311(a), with the following statement in bold type: **THIS APPEAL INVOLVES A QUESTION OF CHILD CUSTODY, ADOPTION, TERMINATION OF PARENTAL RIGHTS OR OTHER MATTER AFFECTING THE BEST INTERESTS OF A CHILD.**

2. Extensions for preparation of the record on appeal shall be allowed only for the most compelling circumstances. Pursuant to paragraph (a)(4) of Rule 311, the trial court has the authority to allow one extension. In no event shall that extension total more than 10 days. The circuit court shall immediately notify the clerk of this court when any extension is granted and the length of such extension.

3. In order to expedite these appeals, the circuit court clerk is encouraged to file a certificate in lieu of record with this court in compliance with Supreme Court Rule 325 and to transmit the record directly to the appellant's attorney. The attorneys are encouraged to transmit the record directly between themselves with a notice to the clerk of this court of the date and method of transmission.

4. From the date the record on appeal is filed with this court, the appellant shall file his or her brief within 14 days; the appellee shall file his or her brief within 14 days from the appellant's due date; and the appellant shall file his or her reply brief, if any, within 7 days from the appellee's due date. Where there are multiple appellants or appellees, their briefs shall be due on the same

dates.

5. Briefs complying with Supreme Court Rules 341 and 342 shall be filed in all appeals.

6. This court will look with extreme disfavor upon any requests for extensions in the briefing schedule and will grant such requests only for the most compelling circumstances. As with all appeals, the briefing schedule will continue to run while any motions are pending.

7. Motions and responses thereto shall be filed by facsimile or in person with this court and shall be served upon the opposing party by facsimile or in person. Additionally, a hard copy shall be mailed to the court at the time of the facsimile transmission. The proof of service shall state that service by facsimile or in person has been made upon the opposing party and this court, and that a hard copy has been mailed to the court if the filing was by facsimile. The opposing party shall file its response, if any, within three days. Again, it should be noted that motions do not stay or extend the filing schedule.

ENTERED: May 19, 2010.

Justice William E. Holdridge, Presiding

Justice Robert L. Carter

Justice Daniel L. Schmidt

Justice Vicki R. Wright

Justice Tom M. Lytton

Justice Mary W. McDade

Justice Mary K. O'Brien

ADMINISTRATIVE ORDER FORTY-EIGHT

Illinois Supreme Court Rule 341(e)(3) states that "[t]he appellant must include a concise statement of the applicable standard of review for each issue, with citation to authority, either in the discussion of the issue in the argument or under a separate heading placed before the discussion in the argument." This Court hereby orders that the appellant shall set forth the standard of review under a separate section entitled "Standard of Review." This section shall appear at the beginning of the arguments on each issue raised. If the appellee disagrees with the standard of review set forth by the appellant, appellee shall so indicate and shall likewise set forth its version of the applicable standard of review in a separate section at the beginning of each issue's argument section.

Setting forth the standard of review separately will aid this Court in determining prior to submission of the case whether this requirement has been met. Moreover, the appellee and the Court will be able to more easily determine the appellant's contention regarding the applicable standard of review.

ENTERED: October 7, 2004.

Justice William E. Holdridge, Presiding

Justice Kent Slater

Justice Daniel L. Schmidt

Justice Tobias G. Barry

Justice Tom M. Lytton

Justice Mary W. McDade

Justice Mary K. O'Brien

ADMINISTRATIVE ORDER
FIFTY-TWO

Pursuant to Supreme Court Rule 341(1), appellants and appellees are encouraged to file five (5) electronic copies of their briefs on CD-ROM disks, along with the usual nine (9) paper copies. Electronic briefs shall be presented in Adobe Acrobat format. The appellant shall file its electronic copies with its reply brief so that both the original brief and the reply brief are on one disk. Likewise, cross-appellants shall file their electronic copies with their cross-reply briefs.

ENTERED: October 12, 2006.

Justice Daniel L. Schmidt, Presiding

Justice Tom M. Lytton

Justice Mary W. McDade

Justice Mary K. O'Brien

Justice William E. Holdridge

Justice Kent Slater

Justice Robert L. Carter

ADMINISTRATIVE ORDER
FIFTY-SEVEN

IT IS THIS DAY ORDERED BY THE COURT that when the appendix to a brief exceeds 20 pages, the party shall separately bind the entire appendix and provide the Court with nine copies. The appendix shall in all other ways comply with Supreme Court Rule 342(a).

ENTERED: May 19, 2010.

Justice William E. Holdridge,
Presiding

Justice Robert L. Carter

Justice Daniel L. Schmidt

Justice Vicki R. Wright

Justice Tom M. Lytton

Justice Mary W. McDade

Justice Mary K. O'Brien