

IN THE CIRCUIT COURT FOR THE SECOND JUDICIAL CIRCUIT
_____ COUNTY, ILLINOIS

_____,)
Plaintiff,)
)
v.) No. _____
)
_____,)
Defendant.)

ORDER SETTING CASE MANAGEMENT CONFERENCE

The initial case management conference pursuant to Supreme Court Rule 218 is set for the ____ day of _____, 20____, at _____ M. *Pro Se* parties or counsel familiar with the case and authorized to act shall appear.

Plaintiff shall serve a copy of this Order and the Case Management Memorandum on each Defendant within seven (7) days after such Defendant's entry of appearance and shall file a certificate of such service within seven (7) days thereafter.

Prior to the initial case management conference with the Court, the discovery depositions of all parties shall have been taken.

Not later than forty (40) days prior to the initial case management conference with the Court, the parties shall meet either personally or by teleconference and prepare a Case Management Memorandum in the form provided with this Order to be signed by all parties or attorneys. Although primary responsibility for the preparation of the Case Management Memorandum lies with the Plaintiff's attorney, full cooperation and assistance on the part of the Defendant's attorney is expected and required.

In the event that all parties and/or attorneys are unable to agree as to the information to be contained in the Case Management Memorandum, the Plaintiff shall arrange through the Clerk of the Circuit Court a teleconference to be held not later than thirty (30) days prior to the case management conference.

DATED: _____, 20_____.

ENTER: _____
Presiding Judge