

**STANDING ORDER:  
COURTROOM PROTOCOL  
JUDGE JOSEPH McGRAW**

1. Be on time for court. If you are unavoidably detained, please notify my bailiff or secretary, 815-319-4800; let one of them know where you can be reached and when you will be available to handle your case.
2. Bring your calendar to court. If someone is covering for you, be sure that that person has your calendar and instructions on what actions to take in your absence.
3. If you believe that a motion, hearing or trial previously set will not proceed for some reason, please notify my bailiff or secretary, 815-319-4800, as soon as possible. This will assist the Court in managing its schedule in a more efficient manner to handle any emergencies that may arise.
4. File pre-trial motions at the earliest available date so that they can be promptly set for hearing. Submit courtesy copies, together with any authority upon which your motion(s) is based, (highlighted), to the Court. Also, provide a courtesy copy to opposing counsel. These copies should be made BEFORE you come to court, NOT after you arrive.
5. Whenever a motion is submitted, it should incorporate and cite the applicable statute or other authority upon which the request for relief is based.
6. Be conversant with the court file before your case is called in order to answer questions regarding prior docket entries, bond settings, warrants, etc. Status calls operate more efficiently if the Court is not required to search for this information after the case is called.
7. If you must request a continuance, make every effort to accomplish the goal for which the continuance was obtained before the next court date.
8. Unless a continuance is agreed upon, all motions for continuance must be in writing and comply with the statutory provisions of *725 ILCS 5/114-4*, including an affidavit.
9. It is imperative that you bring your file with you to court so that you are capable of answering questions posed by the Court.
10. Do not wait until the day of a motion hearing to make an offer or counter-offer.
11. Do not approach the bench without asking leave to do so.

**(CONTINUED)**  
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12. Do not give directions to the clerk, bailiff, court reporter or witness. If you need assistance, simply ask the Court for any accommodation needed from any of the court personnel.
13. Orders must be prepared, in addition to the jail order, setting forth Additional Conditions of Bond.
14. All Motions in *Limine* must be filed no later than one week before the Final Pre-Trial Conference unless the Court has previously set an additional or different date for their filing. Submit courtesy copies, together with any relevant authority, or supporting document if the subject of the motion is anything other than routine. Submit highlighted authority. Plan on arguing the Motions in *Limine* at the Final Pre-Trial Conference unless otherwise scheduled.
15. A witness list, exhibit list, and jury instructions must be provided to the Court **AND** opposing counsel **PRIOR** to the commencement of jury selection
16. It is important at all times to maintain a professional appearance and decorum in the courtroom.
17. Keep non-essential conversation to a minimum.
18. Only address opposing counsel through the Court during court proceeding.
19. Stand when addressing the Court.
20. If you cover a case for another attorney, it is your responsibility to personally communicate with that attorney after court to let them know the next date and what transpired in their absence.
21. All courtesy copies of motions, reports, discovery, witness lists, jury instructions, etc. for the Court and opposing counsel should be made **BEFORE** you arrive in Court. It is unacceptable and inappropriate to ask court personnel to make copies for you.
22. In all cases where a defendant is on probation, prior to a 402 conference, counsel must notify the probation officer to be present.

Revised: 3/17/14