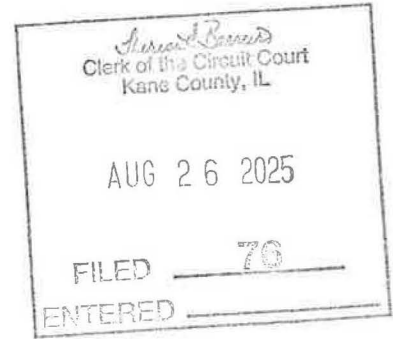


SIXTEENTH JUDICIAL CIRCUIT

ADMINISTRATIVE ORDER

-- FAMILY DIVISION 25-01--

Effective August 26, 2025



IN THE MATTER OF DECORUM AND)
STANDING OPERATING PROCEDURES)
)

WHEREAS, the Preamble to the Illinois Rules of Professional Conduct provides, in part, “(a) lawyer should demonstrate respect for the legal system and for those who serve it, including judges, other lawyers and public officials.”¹;

WHEREAS, although the Illinois Rules of Professional Conduct do not apply to those individuals who choose to represent themselves, self-represented litigants are still required to comply with the Illinois Supreme Court Rules, the Illinois Code of Civil Procedure and the Local Court Rules of the Circuit Court of Kane County;

WHEREAS, despite these rules and standards set forth in the Illinois Rules of Professional Conduct and supporting case law, there has been an increased level of incivility in the courtrooms by lawyers and self-represented litigants.

WHEREAS, the Presiding Judge of the 16th Judicial Circuit’s **FAMILY** Division is implementing new rules regarding decorum and civility in court proceedings deemed necessary at this time;

IT IS HEREBY ORDERED that the following procedures will apply to all cases assigned to the **FAMILY** Division. Any violation of these rules may result in the court exercising its power to find that individual in direct criminal contempt and issue a fine and/or sentence based on the conduct witnessed by the court:

1) Proper Attire in the Courtroom and Remote Proceedings

- a) Whether appearing remotely or physically in a courtroom, an appropriate dress code will be observed by all participants, including attorneys, litigants, witnesses, and spectators. Attorneys must wear appropriate professional attire, whether in person or remote, that shows the proper respect for the Court, proceedings and the law. Courtroom attire is not business casual, nor should it be distracting to the proceedings.
- b) Tank tops, halter tops, inappropriate dresses or skirts, and hats are not acceptable. Any attire with inappropriate or offensive logos, pictures or writing is strictly prohibited. If a judge determines a person’s attire is not appropriate, the person may be asked to leave and return in proper attire.

2) Courtroom Demeanor

- a) Even when the judge is not on the bench, all individuals must be respectful to everyone in the courtroom, including courtroom staff. Prior to the judge taking the bench, any discussion or disagreements between parties or their attorneys should be taken outside of the courtroom. While court is in session, attorneys should not have conversations at the conference tables or in

¹ Illinois Rules of Professional Conduct of 2010, Article VIII at ¶5.

the well of the courtroom when they are waiting for their case to be called or an order to be entered.

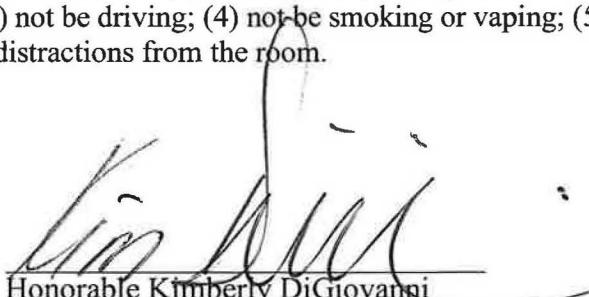
- b) All courtroom attendees (whether an attorney, litigant, witness, or observer) must abstain from uncivil, abusive, hostile, or obstructive conduct including disparaging, demeaning, or sarcastic remarks about another person. No party shall argue with, interrupt, or otherwise speak over the court once the judge has made a ruling.
- c) No one is to interrupt the judge, attorney, or any other party who is appearing in the courtroom.
- d) No one should engage in discriminatory conduct, engage in verbal or non-verbal harassment, or sexual harassment.
- e) There is no consumption of food or beverage, smoking, vaping or chewing gum in the courtroom, including those appearing remotely.
- f) Attorneys and all litigants must be punctual for all hearings, pretrials or other special settings. If an attorney has a case up at the same time in a different courtroom, the attorney should inform the court clerk. If a party is delayed, they must notify the court and the opposing side.
- g) All requirements of the trial order must be strictly complied with and all exhibits must be numbered prior to the trial status date. Attorneys shall not talk over each other and should refrain from speaking objections during hearings and trials.
- h) When a draft order is to be prepared to reflect a court ruling, the attorney shall draft an order that accurately and completely reflects the court's ruling. One attorney shall promptly prepare and submit a proposed order to the other side and attempt to reconcile any differences before the draft order is presented to the court. All court orders must be sent to the judge by **2:00 p.m.** on the day of court.
- i) If a party requires an interpreter for any courtroom proceeding, it is that party's responsibility to ensure the court's order includes the need for an interpreter and specifies whether the interpreter will appear remotely or in person. The order must include the following language:
 - i) *"Kane County Chief Judge's Office is to provide a _____ interpreter on the next court date."*
 - ii) The requesting party must also contact the Interpretation Coordinator or Assistant Coordinator to confirm interpreter arrangements.² If an interpreter is required for multiple, consecutive trial days, this must be expressly stated in the court's order.
- j) Attorneys shall conduct themselves in a professional and respectful manner during all pretrial conferences, which shall occur in person unless specifically allowed by the court. Counsel shall refrain from interrupting each other, making derogatory comments, rolling their eyes, and be prepared to discuss all aspects of the case set for pretrial. If the court orders that a pre-trial memorandum is due, compliance is mandatory and not optional.

² Interpretation Email Interpreter@KaneCountyIL.gov

3) Remote Court Proceedings

- a) The 16th Judicial Circuit follows the Illinois Supreme Court's Policy on Remote Court Appearances. Therefore, all who choose to appear remotely, must follow the rules set forth below. Failure to follow these rules may result in a participant being removed from the remote proceedings.
- i) Everyone should maintain the same level of appropriate conduct and civility in remote proceedings as if they were physically present in the courtroom. All should listen carefully and follow any instructions from the judge.
 - ii) Remote court appearances are official court proceedings. When attending remote court, all individuals must dress and conduct oneself as if physically present in the courtroom.
 - iii) Prior to a remote court appearance, all participants should test their audio and verify the lighting, background, and camera location are appropriate.
 - iv) All participants in remote proceedings must have their video on and their name and case number displayed.
 - v) All participants must locate the mute button and mute their microphone until it is their turn to speak. When it's a participant's turn to speak, the participant should unmute themselves and identify themselves by stating, slowly, their name and case number. Verbal responses are essential. Do not nod your head to respond. Do not talk over another speaker.
 - vi) While attending a remote proceeding, parties should (1) eliminate any background noise, (2) be seated and not walking around (3) not be driving; (4) not be smoking or vaping; (5) remove any pets, children or any other distractions from the room.

Entered this 26th day of August, 2025.



Honorable Kimberly DiGiovanni
Presiding Judge, Family Division