

III. BRIEFS AND CITATIONS

- A. Opening briefs and response briefs cannot exceed 15 pages, without leave of Court. Should a party elect to file a motion and separate Memorandum of Law, they are limited to no more than a TOTAL of 15 pages. Reply briefs cannot exceed 7 pages.
- B. Briefs must contain customary 12 point font, one inch margins and be double-spaced. Briefs filed in excess of these limitations will not be accepted or considered without leave of Court upon written motion containing good cause.
- C. **Some judges may require the parties to hyperlink, within the body of the brief, to their attached exhibits and to the cited cases. The judge's case coordinator can provide additional information.**
- D. The movant is obligated to deliver copies of all the briefs, pleadings, relevant documents and the most recent complaint, with an accompanying cover letter containing the case number, date and time of the hearing.
Some Judges require two copies of these materials.

IV. COMMERCIAL ARBITRATION

- A. The Commercial Calendar judges participate in the Law Division's arbitration program. Your case may be assigned to commercial arbitration. Please review the Law Division's arbitration rules on the Chief Judge's [website](#) (the rules differ in important ways from the Illinois Supreme Court Rules).
- B. In general, commercial cases valued at \$75,000 or less are suitable for commercial arbitration. The judge has discretion to send cases of larger value to commercial arbitration if the judge believes the circumstances are appropriate.

V. MATERIALS REQUIRED PRIOR TO TRIAL

- A. Jury Trials
 - 1. Concise statement of the case to be read to the jury in *voir dire*;
 - 2. Estimate of the number of trial days;
 - 3. Witness list to be read to the jury in *voir dire*;
 - 4. Statement that the party will/will not stipulate to a unanimous verdict of 10 or more jurors;
 - 5. Motions *in limine*;
 - 6. Trial briefs;
 - 7. Jury instructions with I.P.I. numbers (each instruction marked "Agreed" or "Objected To") and compliance with Supreme Court Rule 239(c);