

**IN THE CIRCUIT COURT
THIRD JUDICIAL CIRCUIT
MADISON COUNTY, ILLINOIS**

**GENERAL ADMINISTRATIVE ORDER
2004-F9**

In conformity with Supreme Court Rule 13 and General Administrative Order 2002-0-4, to assist the Clerk of the Circuit Court with the proper processing of pleadings, e-mail noticing and future technical procedures, and for other good cause shown, it is hereby ORDERED as follows:

An attorney representing a party in any civil matter or the defendant in any criminal or traffic matter shall file a written appearance with the Clerk of the Court before addressing the court or submitting any proposed order to the Court or Clerk for entry and filing, unless the attorney is presenting a motion for leave to appear by intervention or otherwise.

The first attorney filing an entry of appearance with the court on a specific case on behalf of a party to a case will be deemed appointed Lead Counsel for that party unless otherwise expressly indicated/noted. Service by the Clerk of the Circuit Court, to lead counsel, of notices and copies of court orders is sufficient and need not be made on other attorneys for the same party. Further, Lead Counsel for each party in a case will be responsible for sending notice and copies of court orders to co-counsel. In an effort to facilitate this transition within the Clerks office, attorneys must provide a list of designated lead counsel on all pending cases filed with the Court.

As previously ordered by this Court, each attorney licensed by the State of Illinois must provide his/her Illinois Attorney Registration and Disciplinary Commission registration number on all pleadings and papers filed with the Clerk. The Clerk of the Circuit Court is ordered to return all pleadings which do not conform to this Administrative Order.

It is further ordered that this Order be filed in the Office of the Circuit Clerk of Madison County, Illinois and that said Order be made available to the members of the bar and public.

DATED: September 16, 2004

s/Edward C Ferguson
Edward C. Ferguson
Chief Judge