

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

The following are adopted as Rules of the Circuit Court for the Third Judicial Circuit, State of Illinois:

**PART THREE. LAW DIVISION**

Rule 3.01 AMENDED CIRCUIT COURT RULES

- (A) To discourage Attorneys from other jurisdictions in the United States, who do not have an Illinois license, from frequently practicing law in this circuit, the Third Judicial Circuit hereby amends the following rule:

**Admission *pro hac vice*.** Attorneys from other jurisdictions in the United States may not file pleadings or objections or otherwise participate in the trial or argument of a cause pending in this court without first being admitted *pro hac vice* upon motion and application duly filed by a licensed Illinois attorney.

- (B) **Filings under seal.** No pleading, document or exhibit may be filed under seal unless authorized by order of court. A copy of the order authorizing the filing under seal must be attached to the proposed filing. If a party proposes to make a filing under seal and no order of court authorizing same has been entered, the Clerk will not accept the pleading, document or exhibit until leave of court pursuant to motion is first obtained.
- (C) **Courtesy copies of pleadings.** If an attorney provides a courtesy copy of a pleading for the assigned judge, the first page of the pleading must be conspicuously marked "COURTESY COPY". Courtesy copies of pleadings delivered to the Clerk will be forwarded to the assigned judge and will not be kept in the court file *pendente lite* unless so ordered. Courtesy copies of pleadings in the court file will be removed by the Clerk and destroyed upon termination of the case.
- (D) **Motion settings.** Motions filed in "L" and "LM" cases in Madison County are set for hearing by the Clerk at the direction of the assigned judge. Upon filing, a motion will be reviewed by the assigned judge and set on the regular docket with other motions or may be specially set for hearing at the discretion of the assigned

judge. If a special setting is believed appropriate by the movant, a request for a date and time for a special setting must be made to the judge's file Clerk or a member of the judge's staff who will then relay the request to the judge. No motion or other matter may be noticed for hearing without leave of court.

If a judge or a member of the judge's staff gives an attorney a date upon which a hearing may be noticed up by that attorney, the judge or staff member must immediately notify the Clerk of the Circuit Court that such date has been assigned and of the matter to be heard.

\*\*\*\*\*

The above Amended Circuit Court Rules for the Third Judicial Circuit were adopted by a majority vote of the Circuit Judges of said Circuit at a regular meeting held on the 24<sup>th</sup> day of May, 2006, and the signatures of the Circuit Judges voting for approval of said Rules are as follows: