

### **PART 3. CIVIL CASE MANAGEMENT CONFERENCE**

#### **3.1**

(a) Initial case management conferences shall be set under Supreme Court Rule 218 and pursuant to administrative order.

All civil cases, which by virtue of an administrative order of the Chief Judge do not require the initial case management conference under Supreme Court Rule 218, shall be set for trial as soon after the return date as may be reasonable.

(b) The parties shall file and exchange no later than the initial case management conference as statement addressing those factors enumerated in Supreme Court Rule 218(a) (1) through (10).

(c) At the initial case management conference and at all subsequent case management conferences, an order shall be entered utilizing forms promulgated by the presiding judge.

(d) All continuances shall be to a date certain.

(e) When the plaintiff/counter-plaintiff fails to appear at a required Supreme Court Rule 218 conference, the case may be subject to summary dismissal. When the defendant/counter-defendant fails to appear at a required Supreme Court Rule 218 conference, the case may be subject to a default judgment.

The Clerk of Court shall send a copy of the order of dismissal/default within five days of entry.