

Rule 102 Motions

- (a) Before filing any motion, a party shall confer with the opposing party and inquire as to whether the opposing party intends to file an objection. The results of that inquiry shall be stated in the motion. If the moving party is unable to confer with the opposing party, an explanation shall be stated in the motion.
- (b) Whenever possible, motions should be served electronically or, if permitted by Illinois Supreme Court Rule 11(c), personally.
- (c) The Court finds a significant problem exists with regard to parties failing to file proof of service as required by Illinois Supreme Court Rule 12. Accordingly, motions filed without proof of service as required by Illinois Supreme Court Rule 12 shall be stricken upon receipt.
- (d) Requests for relief shall not be included in a response to an opposing party's motion. Instead, a request for relief shall be included in an individual motion, thereby allowing the opposing party the opportunity to respond to said request for relief.
- (e) Multiple requests for relief that are distinctly independent of one another shall be set out via individual motions. For example, a request to strike a party's brief and a request to supplement the record shall be made via two individual motions.
- (f) Whenever possible, a motion to consolidate appeals should be filed prior to the filing of the appellant's initial briefs.
- (g) Whenever possible, a motion to dismiss an appeal based on lack of jurisdiction should be filed prior to the filing of the appellant's initial brief.
- (h) A motion for an extension of time should be filed, where practicable, at least 5 business days prior to the date to be extended if served electronically. If non-electronic service is made in accordance with Illinois Supreme Court Rule 11(c), the motion should be filed, where practicable, at least 5 business days prior to the date to be extended if served personally, or at least 10 business days prior to the date to be extended if served by mail or third-party commercial carrier.
- (i) A motion for leave to file instanter shall accompany any brief or document that a party is attempting to file after the brief or document's due date has passed. Where electronic filing is applicable, the instanter motion and the brief or document shall be filed in separate electronic envelopes.
- (j) Motions and responses thereto shall not exceed 10 pages in length.