

The above referenced case is currently scheduled for a pre-trial conference and/or contested hearing on **[insert date]** at **[insert time]** at the Boone County Courthouse. As an initial matter, the Court requests that, if the parties determine in advance of the scheduled date and time that the pre-trial conference or hearing will not proceed, the Court be notified as soon as possible.

In order to make efficient use of the parties' and the Court's time, the Court requires that each party prepare and submit the following documents, with copies to opposing counsel or to any unrepresented parties, **at least five (5) days prior to the scheduled pre-trial conference or hearing:**

- (1) A Pre-Trial Memorandum pursuant to Local Rule 14.03 of the Local Rules in substantially the form set forth in Appendix P to the Local Rules. The parties may not waive this requirement without leave of Court.¹
- (2) If the issues to be discussed or determined at the pre-trial conference or hearing include any disputed financial issues, the parties are must submit current Financial Affidavits in accordance with Local Rule 14.02 of the Local Rules for the Seventeenth Judicial Circuit ("Local Rules"). Financial Affidavits should be in substantially the form set forth in Appendix O to the Local Rules. The parties may not waive this requirement without leave of Court.
- (3) If the issues to be discussed or determined at the pre-trial conference or hearing include motions, petitions or requests for awards of attorneys' fees, counsel for each party must submit a current statement of account for their respective clients (redacted to the extent necessary to preserve and protect the attorney-client privilege). The statements of account should reflect the attorney's hourly rate, along with the dates of service and time expended on each date of service.

Based on the date of the pre-trial conference or hearing in this case, the above-referenced documents are due on **[insert date]** and should be mailed to the attention of Debbie Reints in the Circuit Clerk's office. **None of the documents submitted in accordance with this notice will be filed in the record of the pending case.**

If you have any questions, please contact Ms. Reints at 815-544-0371, Extension 8027.

¹ The Local Rules for Matrimonial Proceedings, along with the Appendix forms referenced above, can be located at the web site for the Seventeenth Judicial Circuit, www.illinois17th.com, at the tab for "Rules and Orders."