

**STATE OF ILLINOIS
HUMAN RIGHTS COMMISSION
ADMINISTRATIVE LAW SECTION**

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STANDING ORDER RELATING TO PREHEARING MEMORANDA

Pursuant to 56 Ill. Admin Code § 5300.710, the parties shall jointly prepare and submit a prehearing memorandum to the presiding administrative law judge of the Illinois Human Rights Commission not less than fourteen days before the hearing is scheduled to commence. The complainant shall prepare the first draft and submit it to the respondent at least fourteen (14) days prior to the filing deadline. The presiding administrative law judge may waive the preparation of a prehearing memorandum if any litigant is not represented by counsel.

The prehearing memorandum shall be signed by counsel for each party and shall include the following:

1. The name, address and telephone number of the counsel for each party.
2. A concise statement of the claim(s) of Complainant(s) and defense(s) of Respondent(s).
3. A statement, in numbered paragraph form, of contested and uncontested facts relating to liability, and any stipulations the parties have made to the facts.
4. A statement of the issues of law relating to liability.
5. Itemization of damages and other relief sought, including a summary of attorney's fees and costs to date.
6. A list of names and addresses of all witnesses: a) who will be called; b) who may be called; and if a deposition has been allowed, c) whose deposition will be used.
7. A list of names of expert witnesses who will be called to testify at hearing and a brief statement of the subject matter to which each will testify. The parties shall stipulate to the qualifications of experts or state any specific objections to the experts.
8. A schedule of all exhibits a party may introduce at hearing, identified by exhibit number. Absent good cause for their omission, documents not listed in the prehearing memorandum will not be admitted at public hearing
9. The opposing party shall state which of the exhibits are objected to and the basis for the objection. Unlisted objections are waived. There is no right to "reserve" objections.

10. Expected length of hearing.

11. A statement summarizing the current status of settlement negotiations.

ILLINOIS HUMAN RIGHTS COMMISSION



Brian Weinthal
Chief Administrative Law Judge
Administrative Law Section