



# ORIENTATION FOR NEW CHAMBERS STAFF AND CASE MANAGEMENT:

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WHAT YOU WISH SOMEONE WOULD HAVE TOLD YOU WHEN YOU FIRST STARTED






# VANTAGE POINT:

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## CDIL makeup:

- 4 District Judges
  - 3 Magistrate Judges
  - 4 Senior Judges
  - 4 divisional offices
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# VANTAGE POINT:

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In 2018:

1,337 civil cases (cv)

47 misc cases (mc)

131 criminal cases (cr)

33 magistrate cases (mj)



If I give you a dollar and you give me a dollar, we both still have a dollar.

If I give you an idea, and you give me an idea, we each have two ideas.

# AREAS TO COVER WITH NEW CHAMBERS STAFF

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- Key Sources of Information
- Chambers Calendar
- Docketing
- General Information
- Case Management
- Full Text Search



# SOURCES OF INFORMATION

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# SOURCES OF INFORMATION

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- Jnet

<http://jnet.ao.dcn/>



# SOURCES OF INFORMATION

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- Jnet
  - <http://jnet.ao.dcn/court-services/judges-corner/chambers-staff>
- Local Court website
  - <http://www.ilcd.uscourts.gov/>





# SOURCES OF INFORMATION

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- Jnet
  - <http://jnet.ao.dcn/court-services/judges-corner/chambers-staff>
- Local Court website
  - <http://www.ilcd.uscourts.gov/>
- Intranet Court website
  - <http://www.ilcd.circ7.dcn/>



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- Jnet
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- Local Court website
  - <http://www.ilcd.uscourts.gov/>
- Intranet Court website
  - <http://www.ilcd.circ7.dcn/>
- Circuit Library site
  - <http://lib.circ7.dcn/>



# SOURCES OF INFORMATION

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- Training page for SDSO
  - <http://training.sdsso.ao.dcn/>



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- Training page for SDSO
  - <http://training.sdsso.ao.dcn/>
- FJAA webpage
  - <http://www.fjaa.net/>



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- Training page for SDSO
  - <http://training.sdsso.ao.dcn/>
- FJAA webpage
  - <http://www.fjaa.net/>
- United State Courts
  - <https://www.uscourts.gov/>



# SOURCES OF INFORMATION

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- Training page for SDSO
  - <http://training.sdsso.ao.dcn/>
- FJAA webpage
  - <http://www.fjaa.net/>
- United State Courts
  - <https://www.uscourts.gov/>
- Interactive Orientation for Federal Law Clerks (iOLC)
  - <https://www.fjc.gov/iolc/login.php> PW for non-judiciary employees: federal



# CHAMBERS CALENDAR

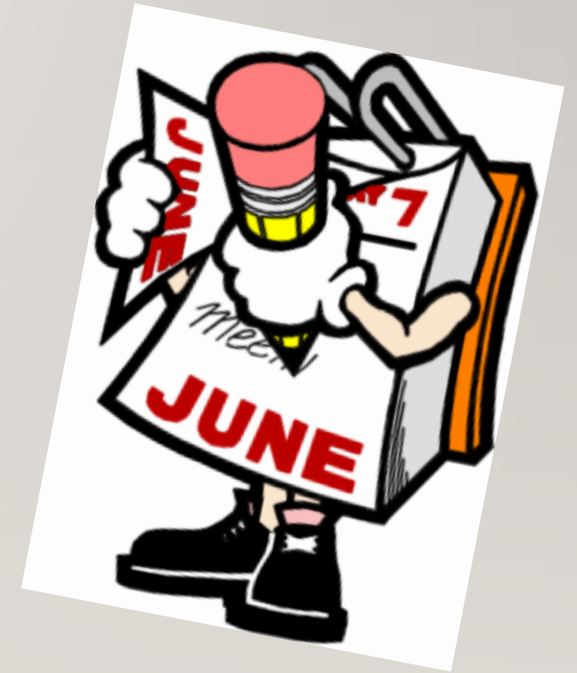
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# CHAMBERS CALENDAR

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- Edit or view only
- Who to include in your chambers group



# CMECF DOCKETING

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# CMECF DOCKETING

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- [ECF for Chambers](#)

# GENERAL INFORMATION

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# GENERAL INFORMATION

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- Procedures for drafting
- Unwritten Policies
- Time requirements for drafting
- Resources to use
- Prioritizing







# CASE MANAGEMENT

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# CASE MANAGEMENT

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Level 1: daily filings

Level 2: pending motions

Level 3: pending motions ready for ruling

Level 4: 6 month list



# CASE MANAGEMENT

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- CM/ECF reports -
  - Docket Activity Report (Daily report)
  - Motions Report
  - Ripe Motions Report
  - CJRA Report (6 month report)



# DOCKET ACTIVITY REPORT

- Level I
- “daily report”
- Record of daily filings with chambers notes
- <https://ecf.ilcd.circ7.dcn/cgi-bin/DktActivityRpt.pl>

Case Number	Entered	Filed	Category	Event	Document	Type	Cause	Office	President	Referral	Jury demand	Case Flags
	15:42:42	06/26/2019	Consent to Jurisdiction by US Magistrate Judge		Document: 27							
PROPOSED ORDER: CONSENT to Jurisdiction by US Magistrate Judge. (Grant, Joshua)												
4:18-cv-04129- SLD-JEH *SEALED*	Entered: 06/26/2019	Filed: 06/26/2019	Category: motion	Event: Extension of Time to File Document	Document: 7	i. KB Type: crt	Cause: 21:881 Forfeiture Property- Drugs NOS: Drug Related Seizure of Property	Office: Rock Island	President: Sara Darrow	Referral: Jonathan E. Hawley	Jury demand: None	Case Flags: 15 43 REFER STAYED
MOTION for Extension of Time to File by Plaintiff United States of America. Responses due by 7/10/2019 (KB, ilcd)												
4:18-cv-04130- SLD-JEH	Entered: 06/26/2019	Filed: 06/26/2019	Category: notice	Event: Notice (Other)	Document: 13	D. Hoff Type: aty	Cause: 28:1345 Foreclosure	Office: Rock Island	President: Sara Darrow	Referral: Jonathan E.		

# MOTIONS REPORT

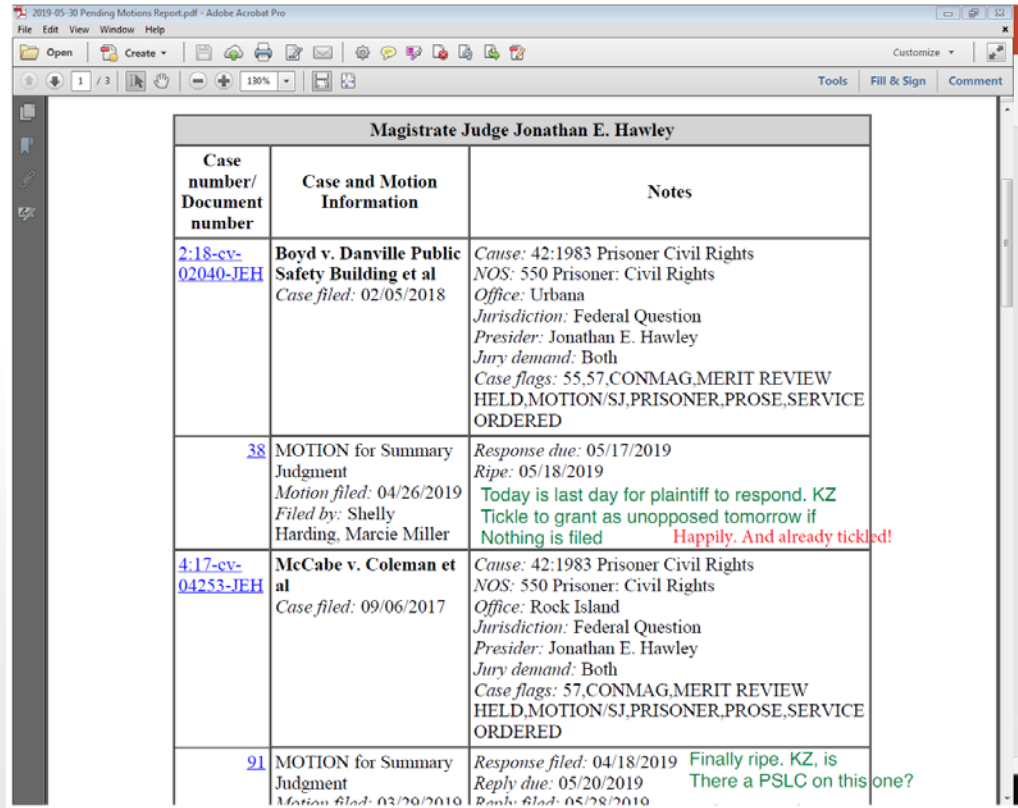
- Level 2
- Motions Report

Magistrate Judge Jonathan E. Hawley		
Case number/ Document number	Case and Motion Information	Notes
<a href="#">2:18-cv-02040-JEH</a>	<b>Boyd v. Danville Public Safety Building et al</b> Case filed: 02/05/2018	Cause: 42:1983 Prisoner Civil Rights NOS: 550 Prisoner: Civil Rights Office: Urbana Jurisdiction: Federal Question Presider: Jonathan E. Hawley Jury demand: Both Case flags: 55,57,CONMAG,MERIT REVIEW HELD,MOTION/SJ,PRISONER,PROSE,SERVICE ORDERED
<a href="#">38</a>	MOTION for Summary Judgment Motion filed: 04/26/2019 Filed by: Shelly Harding, Marcie Miller	Response due: 05/17/2019 Ripe: 05/18/2019 Today is last day for plaintiff to respond. KZ Tickle to grant as unopposed tomorrow if Nothing is filed <b>Happily. And already tickled!</b>
<a href="#">4:17-cv-04253-JEH</a>	<b>McCabe v. Coleman et al</b> Case filed: 09/06/2017	Cause: 42:1983 Prisoner Civil Rights NOS: 550 Prisoner: Civil Rights Office: Rock Island Jurisdiction: Federal Question Presider: Jonathan E. Hawley Jury demand: Both Case flags: 57,CONMAG,MERIT REVIEW HELD,MOTION/SJ,PRISONER,PROSE,SERVICE ORDERED
<a href="#">91</a>	MOTION for Summary Judgment Motion filed: 03/20/2019	Response filed: 04/18/2019 Reply due: 05/20/2019 Reply filed: 05/28/2019 Finally ripe. KZ, is There a PSLC on this one?



# RIPE MOTIONS REPORT

- Level 3
- Scheduled to run weekly
- Motions Report



Magistrate Judge Jonathan E. Hawley		
Case number/ Document number	Case and Motion Information	Notes
<a href="#">2:18-cv-02040-JEH</a>	<b>Boyd v. Danville Public Safety Building et al</b> Case filed: 02/05/2018	Cause: 42:1983 Prisoner Civil Rights NOS: 550 Prisoner: Civil Rights Office: Urbana Jurisdiction: Federal Question Presider: Jonathan E. Hawley Jury demand: Both Case flags: 55,57,CONMAG,MERIT REVIEW HELD,MOTION/SJ,PRISONER,PROSE,SERVICE ORDERED
<a href="#">38</a>	MOTION for Summary Judgment Motion filed: 04/26/2019 Filed by: Shelly Harding, Marcie Miller	Response due: 05/17/2019 Ripe: 05/18/2019 Today is last day for plaintiff to respond. KZ Tickle to grant as unopposed tomorrow if Nothing is filed <b>Happily. And already tickled!</b>
<a href="#">4:17-cv-04253-JEH</a>	<b>McCabe v. Coleman et al</b> Case filed: 09/06/2017	Cause: 42:1983 Prisoner Civil Rights NOS: 550 Prisoner: Civil Rights Office: Rock Island Jurisdiction: Federal Question Presider: Jonathan E. Hawley Jury demand: Both Case flags: 57,CONMAG,MERIT REVIEW HELD,MOTION/SJ,PRISONER,PROSE,SERVICE ORDERED
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# CJRA REPORT

LEVEL 4

CASES MORE THAN 3 YRS OLD

MOTIONS MORE THAN 6 MONTHS  
OLD

CJRA REPORT

The screenshot displays the ECF system interface for the U.S. District Court, Central District of Illinois, under Judge Jonathan E. Hawley (Active). The report is organized into three main sections:

### CASES

Case Number	Nature of Suit	Case Title	Filed Reopened	Status
<a href="#">1:15-cv-01002-JEH</a>	550-Prisoner: Civil Rights	Rodesky v. Westford Health Source Inc	01/02/2015	X
<a href="#">1:15-cv-01090-JEH</a>	440-Civil Rights: Other	K S v. Ortega-Piron et al	02/24/2015	X
<a href="#">1:16-cv-01036-JEH</a>	440-Civil Rights: Other	Bertschy v. Janssen	01/28/2016	N
<a href="#">3:15-cv-03130-JEH</a>	550-Prisoner: Civil Rights	Omar v. Brooks, et al	04/30/2015	T
<a href="#">4:16-cv-04184-JEH</a>	550-Prisoner: Civil Rights	Hardaway v. Sood et al	09/12/2016	
<a href="#">4:16-cv-04187-JEH</a>	440-Civil Rights: Other	Frye v. Westford Health Sources, Inc. et al	09/12/2016	

### SOCIAL SECURITY APPEALS

Case Number	Nature of Suit	Case Title	Filed Reopened	Status
<a href="#">4:18-cv-04131-JEH</a>	864-Social Security: SSID Tr. XVI	Adams v Commissioner of SSA	Filed:07/17/2018 Reopened: Transcript Filed: 11/27/2018	

### MOTIONS

Ref Type	Ref To/From	Case Number/Title	Doc#/Motion Text	Nature of Suit	Filed Overdue	Status
c	Shadid	<a href="#">1:17-cv-01494-JES-JEH</a> Peters v. Social Security Administration et al	<a href="#">33</a> MOTION for Leave to File	440 - Civil Rights: Other	12/14/2018 07/16/2019	
c	McDade	<a href="#">1:17-cv-01514-JBM-JEH</a> Lexington Insurance Company v. RLI Insurance Company	<a href="#">39+++</a> SEALED MOTION	110 - Insurance	12/07/2018 07/09/2019	

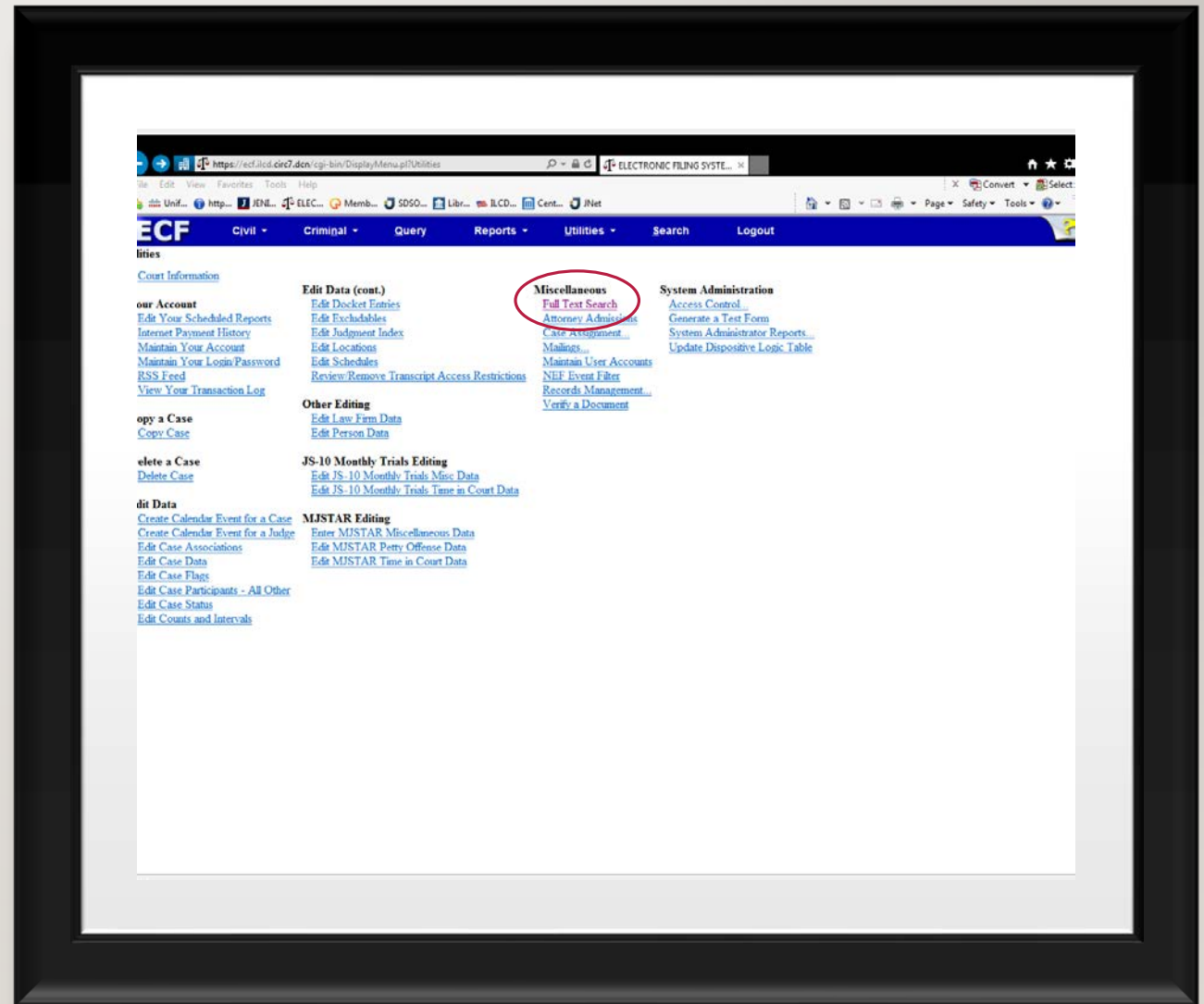
# FULL TEXT SEARCH

Alternative to finding a similar Order in your organized folders

May know of a similar Order in another judge's case load

Optical Character Recognition (OCR) is a requirement for docs

[Full Text Search](#)





QUESTIONS/COMMENTS:

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## CONTACT INFORMATION:

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- (309)671-7140

