

# Procedures for Scheduling in Foreclosure Cases

## 1. Notice is Required

A complete and accurate written Notice of Hearing must be filed and served prior to approaching a judge for action on a case, except for agreed orders and/or for actions in which the law permits *ex parte* action. A party's failure to respond to a pending motion does not waive the requirement to send a Notice of Hearing.

A judge may or may not require a Notice of Hearing prior to entry of a default judgment.

## 2. Standing Schedule for Foreclosure Cases

Foreclosure cases are heard every Wednesday at 2:00 p.m. To set a hearing on that call attorneys and self-represented litigants shall contact Court Administration at (309) 558-3260.

If it is determined by a judge that the facts and circumstances of a contested foreclosure case make it unsuitable for the Wednesday foreclosure call, the case will be set for further hearings before the judge assigned to that case. Thereafter the scheduling procedures for that case will be the same as a General Civil/Family Law case, which can be found by clicking here [add link].

## 3. Walk-In Hearings

Routine Foreclosure cases *shall not be set for Walk-In Hearings except in exceptional circumstances and for good cause shown*, such as emergencies. Walk-In Hearings are not amenable to any aspect of foreclosure cases, including seemingly mundane motions.

Cases set on the Walk-In Call are conducted every day between 9:00 a.m. and 9:30 a.m. A complete and accurate Notice of Hearing must be filed and served in all cases.

Attorneys and self-represented litigants may schedule Walk-In Hearings without involving the Circuit Clerk or Court Administration. Prior to setting a Walk-In Hearing and sending/filing a Notice of Hearing, the Walk-In hearing date must be coordinated with the opposing attorney or self-represented litigant. If the opposing party is non-responsive or refuses to cooperate in the scheduling process, the Walk-In Hearing may be set and the Notice of Hearing served upon the opposing party. However, at the Walk-In Hearing the party setting the hearing shall notify the Court of the fact that the date was not cleared by the opposing party. The judge may or may not require further efforts at coordination.