

**UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF ILLINOIS  
GENERAL ORDER 22-0019**

The Court's Rules Committee discussed the proposed amendments to Internal Operating Procedures 2, 4, 5, and 26 at its meeting on Thursday, November 10, 2022. It recommended that the full Court adopt the amendments to Internal Operating Procedures 2, 4, 5, and 26.

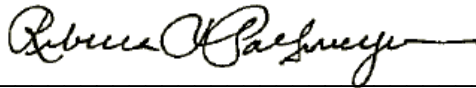
The full Court considered the recommendation of the Rules Committee at its meeting on Tuesday, November 22, 2022 and adopted the amendments to Internal Operating Procedures 2, 4, 5, and 26. Therefore,

IT IS HEREBY ORDERED that the following Internal Operating Procedures shall be amended and adopted as attached:

IOP2.	Executive Committee
IOP4.	Presiding Magistrate Judge
IOP5.	Meetings of Magistrate Judges
IOP26.	Emergency Magistrate Judge

ENTER:

FOR THE COURT



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Hon. Rebecca R. Pallmeyer, Chief Judge

Dated at Chicago, Illinois this 22nd day of November 2022.

**IOP2. Executive Committee**

**(a) Duties & Responsibilities.** This Court shall administer and conduct its business by action of its Executive Committee. The Executive Committee shall prescribe its own rules of procedure. The members of the Executive Committee shall meet not less than once a month, except as they otherwise determine. The chief judge may call the members of the Committee to attend a special meeting where a ruling of the Committee is required and such ruling cannot be delayed until the next scheduled regular meeting.

**(b) Composition of the Executive Committee.** The Executive Committee shall be composed of the chief judge, the next district court judge eligible to be chief judge, four regular active judges of the Court, the presiding magistrate judge, and the clerk of the Court. The chief judge or, in the absence of the chief judge, the next district court judge eligible to be chief judge, shall preside over the meetings of the Executive Committee. The clerk shall serve as secretary to the Executive Committee.

Membership in the Executive Committee shall be rotated among the regular active judges of the Court in order of seniority. Except as otherwise provided by this section, the term of each regular active judge other than one holding non-voting membership shall start on the day following the last day of service of the prior judge, and end four years later. As the term of such a member of the Executive Committee expires or terminates for any reason, the regular active judge with the most seniority who has not served on the Executive Committee shall become a member. When all the regular active judges of the Court have served one term, membership shall be rotated on the basis of seniority of the active judges then members of this Court, provided that the chief judge may not serve as both a four-year term member and ex officio. When a judge assumes an unexpired term vacated by another judge, that judge shall serve for four years starting on the day following the last day of service of the judge who failed to complete a four-year term.

**(c) Voting Rights of Executive Committee Members.** Each member of the Executive Committee, other than the non-voting members, shall have one vote. The chief judge and the clerk of the Court shall be the only non-voting members of the Executive Committee. Therefore, voting members shall be the next district court judge eligible to be chief judge, four regular active judges of the Court, and the presiding magistrate judge. In the event of a split vote, the chief judge, or in the absence of the chief judge, the next district court judge eligible to be chief judge, shall cast the deciding vote. In the absence of the chief judge, the next district court judge eligible to be chief judge shall refrain from voting in the initial vote, but shall reserve his or her vote in case of a split vote among the other voting members. Each vote shall require a quorum of four voting members.

**Amended 10/26/05, 11/06/19**

#### **IOP4. Presiding Magistrate Judge**

The chief judge shall appoint from among the full-time magistrate judges a presiding magistrate judge. The presiding magistrate judge shall preside at any meeting of the magistrate judges, shall serve as a voting member of the Executive Committee, shall be responsible for maintaining liaison on matters pertaining to magistrate judges with the district judge designated as liaison judge to magistrate judges, and shall be responsible for performing such other duties as the chief judge directs. The order of appointment will fix the length of the appointment, which shall not exceed four years, with the term ending on December 31.

**Amended 10/26/2005 and 03/10/2020**

#### **IOP5. Meetings of Magistrate Judges**

The presiding magistrate judge shall call meetings of the magistrate judges not less often than quarterly for the purpose of discussing matters of common interest to the magistrate judges in the performance of their duties.

#### **IOP26. Emergency Magistrate Judge**

**(a) Designation of the Emergency Magistrate Judge.** At all times there shall be at least one magistrate judge of the Court assigned to act as emergency magistrate judge and perform the duties specified in LR77.2. Only a magistrate judge whose duty station is in the Eastern Division shall be assigned the duties of emergency magistrate judge. No magistrate judge shall serve as emergency magistrate judge within the six months immediately after taking the oath of office.

**(b) Terms of Service.** The term of service of an emergency magistrate judge shall be two weeks. It shall start at 12:01 A.M. on Monday and end at midnight on the Sunday immediately preceding the Monday starting the next term of service.

**(c) Preliminary Assignment Schedules.** The presiding magistrate judge in consultation with the other magistrate judges whose duty stations are in the Eastern Division shall be responsible for preparing a preliminary schedule of the assignments of emergency magistrate judge and federal enclave magistrate judge. These shall be prepared semi-annually in the form of an order to be signed by the chief judge on behalf of the Executive Committee. A copy of the schedule covering the period from the first Monday in July through the Sunday before the first Monday in January shall be delivered to the clerk by 1 May. A copy of the schedule covering the period from the first Monday in January through the Sunday before the first Monday in July shall be delivered to the clerk by 1 November. The clerk will place the preliminary schedule on the agenda of the next meeting of the Executive Committee scheduled after receipt of the preliminary schedules.

**(d) Formal Schedule Not Published.** With the approval of the Executive Committee the chief judge shall sign an order establishing assignment of emergency and federal enclave magistrate judges. The order signed by the chief judge constitutes the formal schedule of emergency and federal enclave magistrate judge assignments for the period covered by the order. To minimize the potential for judge shopping, the formal schedule is not made public. At the beginning of each week the name of the emergency magistrate judge is made available for that week.

**(e) Adjustments to Schedule.** Should two or more magistrate judges agree to change all or part of their service periods after the order fixing the schedule has been entered, they must notify the chief judge, the presiding magistrate judge, and the clerk. Where the change involves more than a few days, an amended order will be entered incorporating the change.

**(f) Absence of Emergency Magistrate Judge.** In the event that the emergency magistrate judge will be out of town or otherwise unavailable, the emergency magistrate judge will arrange for another magistrate judge to act as emergency magistrate judge. Where such an arrangement is made, the emergency magistrate judge will promptly inform the chief judge, the presiding magistrate judge, and the clerk of the substitution. The presiding magistrate judge with the approval of the chief judge may make such substitution if for any reason it has not been made and the scheduled emergency judge is unavailable.

**IOP2. Executive Committee**

**(a) Duties & Responsibilities.** This Court shall administer and conduct its business by action of its Executive Committee. The Executive Committee shall prescribe its own rules of procedure. The members of the Executive Committee shall meet not less than once a month, except as they otherwise determine. The chief judge may call the members of the Committee to attend a special meeting where a ruling of the Committee is required and such ruling cannot be delayed until the next scheduled regular meeting.

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**Amended 10/26/05, 11/06/19, 11/xx/22**

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**Amended 11/xx/2022**

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