



**STANDING ORDER IN CIVIL CASES:  
U.S. MAGISTRATE JUDGE RONALD L. HANNA  
FOR THE PEORIA & ROCK ISLAND DIVISIONS**

**Chambers**

United States District Court  
Central District of Illinois  
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**Courtroom**

United States District Court  
Central District of Illinois  
100 N.E. Monroe St., Courtroom D  
Peoria, IL 61602  
Annie Jackson, Courtroom Deputy

The individual practices and procedures outlined in this Standing Order apply to all civil matters before Judge Hanna unless otherwise ordered by the Court. These procedures are intended to supplement—not to replace—any Federal Rule of Civil Procedure or Civil Local Rule of this Court.<sup>1</sup>

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<sup>1</sup> This Order may be cited as: Hon. Ronald L. Hanna, *Civil Standing Order* (effective Oct. 28, 2025), [https://www.ilcd.uscourts.gov/sites/ilcd/files/local\\_rules/Hanna%20Standing%20Order%20Oct.%202025%20V.2.pdf](https://www.ilcd.uscourts.gov/sites/ilcd/files/local_rules/Hanna%20Standing%20Order%20Oct.%202025%20V.2.pdf).

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## **I. Rule 16 Scheduling Conference**

Upon the filing of an answer or other responsive motion, the Court will set a Rule 16 scheduling conference. *See* Fed. R. Civ. P. 16(a). The conference will take place approximately thirty days after the answer or responsive motion is filed and will generally be conducted by telephone.

## **II. Discovery Plan**

**When Filed.** The discovery plan must be filed with the Court at least three calendar days before the Rule 16 scheduling conference. Although the plan need not follow any particular format, it must adhere to the same rules that apply to all court filings. *See* Civil LR 5.1. A sample plan is attached to this Standing Order as Attachment A.

**Dispositive Motions.** The dispositive motion deadline should generally be within one year of the date of the Rule 16 scheduling conference. If the parties request a dispositive motion deadline that is more than one year after the Rule 16 scheduling conference, their discovery plan must state the reasons for the extended schedule.

**If Disputed.** If the parties dispute any of the deadlines or other provisions contained in the discovery plan, they should nonetheless file a single plan containing each party's desired deadlines and their supporting arguments. In no case may the parties file separate plans.

**Excluded Dates.** The parties should not request dates for the final pretrial conference or trial in their plan. For cases pending before Judge Michael M. Mihm or Judge Sara L. Darrow, the Court will set pretrial conference and trial dates upon the filing of the discovery plan. For cases pending before Judge Jonathan E. Hawley, the Court will set these dates after the dispositive motion deadline has passed or, if dispositive motions are filed, after the Court rules on those motions.

## **III. Waiver of the Rule 16 Scheduling Conference**

If the parties agree on all aspects of the discovery plan and file an agreed scheduling order, the Rule 16 scheduling conference will be automatically waived upon filing. A Rule 16 conference will be held only if the Court determines that one is necessary.

## **IV. Counsel's Failure to Attend a Scheduled Telephone Hearing**

**Generally.** For the convenience of counsel and the parties, the Court conducts most hearings by telephone when possible. Counsel's failure to appear for a telephone hearing will be treated as a failure to appear for an in-person hearing.

**If Counsel Cannot Attend.** If counsel cannot attend a hearing at the date and time that the hearing is scheduled, counsel must file a motion requesting a new hearing date. If, under the circumstances, filing such motion is impractical, counsel should call Judge Hanna's chambers and indicate that they cannot attend. In that case, the Court will attempt to reschedule the hearing.

**Failure to Attend.** If counsel fails to attend a telephonic hearing or conference without advance notice to the Court, the Court may require that counsel to appear in person for all future hearings.

## **V. Joint or Agreed Motions to Move Deadlines**

### **A. Changes That Do Not Affect the Dispositive Motion Deadline**

When the parties, by agreement, wish to move a deadline that *does not* affect the dispositive motion deadline, the parties must file an agreed or joint motion that:

- (1) sets forth the deadline the parties seek to move;
- (2) sets forth the new deadline requested; and
- (3) states that the request to move the deadline does not affect the dispositive motion deadline.

The Court will ordinarily grant these motions within approximately twenty-four hours by text order and without a hearing.

### **B. Changes That Do Affect the Dispositive Motion Deadline**

When the parties, by agreement, wish to move a deadline that *will* affect the dispositive motion deadline, the parties must file an agreed or joint motion that:

- (1) sets forth the deadline the parties seek to move;
- (2) sets forth the new deadline requested;
- (3) states that the request will affect the dispositive motion deadline;
- (4) states with precision what discovery has been completed prior to the filing of the motion;
- (5) states with precision the discovery that still needs to be completed; and
- (6) states why the parties were unable to meet the original deadline.

## **VI. Discovery Disputes**

Discovery disputes shall not derail the Court's Scheduling Order or delay the progress of the case. The following procedure applies to **all discovery disputes**,

including motions to compel, to quash, or for protective orders, and to disputes concerning electronically stored information (“ESI”).

### **A. Duty to Confer**

Counsel (or pro se litigants) must confer in good faith, by telephone or in person, promptly after becoming aware of the dispute. *See* Fed. R. Civ. P. 26(c), 37(a)(1); Civil LR 26.2. The duty to confer is **not satisfied** by sending correspondence such as letters, e-mails, or faxes unless repeated efforts to confer by telephone or in-person have been unsuccessful due to the conduct of the opposing party. Failure to confer within a reasonable time after learning of the dispute may be deemed a waiver of the issue.

### **B. Pre-Motion Conference with the Court**

A discovery motion may **not** be filed without first requesting and participating in a pre-motion conference with the Court. A pre-motion conference will proceed as follows.

#### **1. Requesting a Conference**

The movant must e-mail chambers at [hanna@ilcd.uscourts.gov](mailto:hanna@ilcd.uscourts.gov), copying opposing counsel, and include:

- (1) a short, **neutral statement** of no more than 150 words summarizing the dispute; and
- (2) a few short sentences describing—but not advocating for or against—the positions that the movant and the opposing party have taken with respect to the dispute.

The e-mail **must not include** attachments such as historical correspondence, e-mail threads, or prior letters between counsel regarding the dispute.

#### **2. Court Review and Discretion**

Upon receipt of the movant’s request for a conference, the Court will conduct an independent review and, at its discretion, may direct the parties to submit a **jointly completed table** summarizing each discovery request in dispute. The table shall contain three columns (*see* Attachment B to this Standing Order):

**Column 1:** the *exact language* of the discovery request or interrogatory in dispute;

**Column 2:** the opposing party’s *objection or response*, and any *compromise position* stated during conferral; and

**Column 3:** a *blank column* for Court notes and rulings.

The Court may also require a short, jointly prepared summary outlining the issues for efficient discussion.

### **3. Conference Arrangements**

The Court's judicial assistant will arrange a conference, typically by telephone or videoconference. Conferences may be conducted on the record at the request of a party or in the Court's discretion. If agreements are reached or rulings are made, the recording will be uploaded to CM/ECF and shall constitute the official record for any appeal under Fed. R. Civ. P. 72(a).

### **4. Court Action After Conference**

The Court may resolve the dispute during the conference without written submissions. If the issues are not resolved, the Court will set deadlines for any written motion and response, which may be subject to an accelerated briefing schedule. **Any discovery motion filed prior to the conference—or without leave of Court—may be stricken.**

#### **C. Memoranda and Filings**

If the Court authorizes written submissions, the following rules apply:

- Memoranda must comply with Civil LR 7.1.
- Submissions should be concise, address only the specific issues in dispute, and avoid generalized discussion of discovery law or personal accusations.
- The Court will **disregard** generalized recitations of historical discovery problems or disparaging remarks.
- **Do not** attach or include copies of prior correspondence or e-mail exchanges between counsel unless expressly requested by the Court.

#### **D. Sanctions Requests**

If sanctions are sought, the movant must include a declaration and supporting documentation establishing the amount of fees or expenses requested, consistent with Fed. R. Civ. P. 37(a)(5).

#### **E. Time for Raising Discovery Disputes**

The parties may not raise a discovery dispute with the Court after the relevant discovery deadline has passed—that is, all discovery disputes must be brought to the Court's attention before the expiration of the relevant discovery deadline. For that

reason, any discovery disputes raised with the Court after the relevant discovery deadline has passed will be deemed waived, regardless whether the parties agreed to conduct discovery beyond the scheduled time to do so. To avoid such waiver, the parties must file a motion requesting an extension of relevant discovery deadline in accordance with Part V of this Standing Order.

#### **F. Pro-Se Litigants in Custody**

The procedure outlined in this Part VI does not apply where a party is proceeding pro se and is incarcerated. In such cases, opposing counsel may contact chambers by telephone to obtain a hearing date on a noticed discovery motion.

#### **VII. Failure to Respond to a Motion**

Civil LR 7.1(B)(2) provides that a response to a motion must be filed within fourteen days after service of the motion. The Rule also provides that, if no response is timely filed, the Court “will presume there is no opposition to the motion and may rule without further notice to the parties.” The Court routinely grants motions pursuant to this Rule the day after the deadline to respond has passed. Motions to reconsider the grant of a motion to which no response was filed are disfavored.

#### **VIII. Emergency Motions**

A party may file an emergency motion or a motion that seeks a same-day ruling if the party has legal grounds to do so. Upon filing such motion, counsel must email an alert that the motion has been filed to both [hanna@ilcd.uscourts.gov](mailto:hanna@ilcd.uscourts.gov) and counsel for all parties in the case.

#### **IX. Courtesy Copies & Attachments or Exhibits**

Judge Hanna does not require courtesy copies of any filing.

**Relevant Attachments Only.** In filing material with the Court, counsel should include only attachments and exhibits that are directly relevant to the issue before the Court. Counsel shall not attach as exhibits documents already filed with the Court (e.g., the complaint, opposing counsel’s motions, etc.). Instead, counsel should simply refer to the docket number of the relevant filing and the CM/ECF page number.

**Scanned Documents.** For scanned documents, counsel should, whenever possible, perform an optical character recognition (OCR) on the document prior to its filing, thereby making the document searchable.

## **X. Filing Documents Under Seal & Protective Orders**

**General Standards.** Parties should be mindful that filing a document under seal conflicts with the “common law right of public access to judicial records.” *United States v. Corbitt*, 879 F.2d 224, 228 (7th Cir. 1989) (citing *Nixon v. Warner Comms., Inc.*, 435 U.S. 589 (1978)). The Seventh Circuit has thus found that judicial records should be “open to public inspection unless they meet the definition of trade secrets or other categories of bona fide long-term confidentiality.” *Baxter Int’l, Inc. v. Abbott Labs*, 297 F.3d 544, 545 (7th Cir. 2002). Likewise, the Seventh Circuit has noted that “[i]nformation that affects the disposition of litigation belongs in the public record unless a statute or privilege justifies nondisclosure.” *United States v. Foster*, 564 F.3d 852, 853 (7th Cir. 2009).

**State Legal Basis.** Accordingly, when seeking to file a document under seal, parties shall specifically identify the legal authority that allows the document to be sealed. When possible, parties should seek to seal only those portions of a document that may properly be sealed by way of redaction.

**If Disputed.** In moving for a protective order, the parties cannot agree to file documents under seal that otherwise do not meet the legal standards for filing a document under seal. The Court will strike any provision in a proposed protective order that seeks to limit the Court’s authority to determine whether a document should be filed under seal.

**Good Cause.** If good cause exists for entry of a protective order, the Court will generally enter an agreed protective order without a hearing so long as the agreed protective order does not conflict with the limitations on filing documents under seal. Where the parties do not agree on the provisions of a protective order, but good cause exists generally for the entry of a protective order, the Court will enter its Model Protective Order (*see* Attachment C to this Standing Order).

## **XI. Settled Cases**

**Notice of Settlement.** As an alternative to the procedure set forth in Civil LR 16.1(C), the parties can file a Notice of Settlement and request a deadline for the filing of a stipulation of dismissal. Upon the filing of such notice, the Court will vacate all scheduled hearings, stay any deadlines, and moot any pending motions.

**Court Approval Not Required.** The parties should not file the settlement agreement with the Court—nor seek the Court’s “approval” of the settlement—unless the nature of the action is one that specifically requires the Court to approve the settlement. Likewise, the Court cannot retain jurisdiction to enforce a settlement agreement unless the case is dismissed without prejudice. The Court cannot and will not retain jurisdiction to enforce a settlement agreement in cases dismissed *with*

prejudice unless the parties seek a consent decree in compliance with Fed R. Civ. P. 65(d).

**Piecemeal Dismissal.** Prior to filing a notice of dismissal under Rule 41(a)(1)(A)(i), a joint stipulation to dismiss under Rule 41(a)(1)(A)(ii), or a motion to dismiss under Rule 41(a)(2) which seeks to dismiss only some of the parties or some claims, counsel should review *Taylor v. Brown*, 787 F.3d 851 (7th Cir. 2015). In *Taylor*, the Seventh Circuit held that “Rule 41(a) should be limited to dismissal of an entire action.” *Id.* at 857 (emphasizing Rule 41(a)’s reference to “an action”). The Seventh Circuit suggests construing a motion to voluntarily dismiss one claim as a motion to amend the complaint under Rule 15(a)(2). *Id.* at 858. Leave to amend under Rule 15(a)(2) will be “freely give[n] . . . when justice so requires.”

## **XII. Pronouns & Honorifics**

Litigants and lawyers may indicate their pronouns (e.g., she/her, he/him, they/them) and honorifics (e.g., Mr., Ms., Mx., Dr.) by emailing a confidential notification to chambers at [hanna@iled.uscourts.gov](mailto:hanna@iled.uscourts.gov), filing a request on the case docket, or adding the information in the name block or signature line of the pleadings.

## **XIII. Contacting Chambers**

**In General.** It is never appropriate to email chambers or Judge Hanna without the Court’s prior permission or as set forth in this Standing Order. Any email communication between Judge Hanna’s chambers and an attorney must have all parties in the case as recipients. All communications to Judge Hanna’s chambers off-chain will be forwarded to all other parties.

**Exceptions.** Counsel should ordinarily not telephone chambers for any reason. Should an extraordinary circumstance require a telephone call to chambers, counsel for all parties should be on the call. Ex parte telephone calls to chambers on case-related matters should never occur except for extraordinary circumstances when it is impossible or impracticable to have all counsel for all parties on the call. In situations where counsel or their agents call chambers ex parte absent an extraordinary circumstance, chambers staff have been instructed to inform the person calling that case-related matters may not be discussed ex parte by telephone. Anything that counsel or their agents should not say ex parte directly to the judge cannot be said to his chambers staff.

In the extraordinary circumstance where it is necessary to communicate with chambers by telephone, those calling chambers should conduct themselves in the same manner as if they were speaking directly to the judge.

*So ordered.*

Entered this 28th day of October 2025.

s/ Ronald L. Hanna

Ronald L. Hanna  
United States Magistrate Judge

**ATTACHMENT A**

**UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF ILLINOIS  
PEORIA DIVISION**

PLAINTIFF(S),

*Plaintiff(s),*

v.

DEFENDANT(S),

*Defendant(s).*

Case No. x:xx-cv-xxxxxx-xxx-RLH

**DISCOVERY PLAN**

Counsel for Plaintiff(s), \_\_\_\_\_, and counsel for Defendant(s), \_\_\_\_\_, having met on \_\_\_\_\_ for the purpose of formulating a proposed discovery schedule for consideration by the Court, hereby submit the following agreed deadlines for the Court's consideration:

1. Initial disclosures pursuant to Fed. R. Civ. P. 26(a)(1):
2. Amendment of the pleadings:
3. Joining additional parties:
4. Close of fact discovery:
5. Disclosure of Plaintiff's experts:
6. Disclosure of Plaintiff's expert reports:
7. Plaintiff's experts deposed by:
8. Disclosure of Defendant's experts:
9. Disclosure of Defendant's expert reports:

10. Defendant's experts deposed by:
11. Completion of all discovery:
12. Dispositive motions:

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Attorney Name  
FIRM NAME  
Address Line #1  
Address Line #2  
Phone Number

*Counsel for Plaintiff*

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Attorney Name  
FIRM NAME  
Address Line #1  
Address Line #2  
Phone Number

*Counsel for Defendant*

**ATTACHMENT B**

**UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF ILLINOIS  
PEORIA DIVISION**

PLAINTIFF(S),

*Plaintiff(s),*

v.

DEFENDANT(S),

*Defendant(s).*

Case No. x:xx-cv-xxxxxx-xxx-RLH

**JOINT DISCOVERY CONFERENCE TABLE**

Counsel for Plaintiff(s), \_\_\_\_\_, and counsel for Defendant(s), \_\_\_\_\_,

hereby submit the following joint discovery conference table:

Disputed Discovery Request	Objection	Court Ruling

\_\_\_\_\_  
Attorney Name

FIRM NAME

Address Line #1

Address Line #2

Phone Number

*Counsel for Plaintiff*

\_\_\_\_\_  
Attorney Name

FIRM NAME

Address Line #1

Address Line #2

Phone Number

*Counsel for Defendant*

**ATTACHMENT C**

**UNITED STATES DISTRICT COURT  
CENTRAL DISTRICT OF ILLINOIS  
PEORIA DIVISION**

PLAINTIFF(S),

*Plaintiff(s),*

v.

DEFENDANT(S),

*Defendant(s).*

Case No. x:xx-cv-xxxxxx-xxx-RLH

**PROTECTIVE ORDER**

A party having moved for a protective order pursuant to Federal Rule of Civil Procedure 26(c), the Court finds good cause for the entry of such order to the extent that the dissemination of documents produced in discovery governed by the Federal Rules of Civil Procedure shall be limited as set forth *infra*. Good cause is established due to the fact that the discovery in the case is likely to involve information not otherwise publicly available absent this litigation, personal financial and medical information, and other information treated as non-public, private information by a party or producing non-party. This Order is intended to protect the privacy interests of parties and non-parties, facilitate the quick and efficient production of discovery, and allow for the dissemination of information for purposes unrelated to this litigation when there is a demonstrated need.

## 1. Scope

(a) This Order applies to all discovery produced by a party to another party pursuant to the Federal Rules of Civil Procedure. This Order also applies to discovery produced to a party by a non-party pursuant to a subpoena issued pursuant to Federal Rule of Civil Procedure 45.

(b) This Order does not apply to discovery produced by a party or non-party pursuant to a request made under a state or federal freedom of information law.

(c) This Order does not apply to transcripts of deposition testimony, unless a party moves after conferral with opposing counsel, that this Order apply to said deposition transcript or a portion thereof

## 2. Limitation on Disclosure

(a) Discovery within the scope of this Order as set forth in Section 1 shall not be used or disclosed by the parties, counsel for the parties, or any other persons identified in subparagraph (b) for any purpose whatsoever other than in this litigation, including any appeal thereof.

(b) Discovery subject to this Order may be disclosed to the following persons in the course of this litigation:

(i) **Counsel.** Counsel for the parties and employees of counsel who have responsibility for the action.

(ii) **Parties.** Individual parties and employees of a party, but only to the extent counsel determines in good faith that the employee's assistance is reasonably necessary to the conduct of the litigation in which the information is disclosed.

**(iii) Court.** This Court and any other court before which this litigation is or may be pending and those courts' personnel.

**(iv) Reporters.** Court reporters and recorders used in this litigation.

**(v) Contractors.** Those persons specifically engaged for the limited purpose of making copies of documents or organizing or processing documents, including outside vendors hired to process electronically stored documents.

**(vi) Consultants & Experts.** Consultants, investigators, or experts employed by the parties or counsel for the parties to assist in the preparation and trial of this action.

**(vii) Witnesses at Depositions.** During their depositions, witnesses in this action to whom disclosure is reasonably necessary.

**(viii) Author or Recipient.** The author or recipient of the document (not including a person who received the document in the course of litigation).

**(ix) Others by Consent.** Other persons only by written consent of the producing party.

**(c)** Prior to a person disclosing discovery subject to this Order to a person listed in Section 1(b)(ii), (v)–(vi), (viii)–(ix), the person making the disclosure must inform the person to whom the discovery is produced that disclosure to and by them is subject to this Order.

**(d)** Prior to producing specific discovery, a party may seek to further limit disclosure of that discovery than allowed in Section 1(b)(2) by agreement of the parties or further order of the Court. A party may, after conferral with opposing

counsel, file a motion seeking additional limitations on disclosure, which shall set forth with specificity the discovery, or categories of discovery, for which additional protection is sought and why.

### **3. Filing of Discovery Subject to This Order and Use in Court Proceedings**

(a) This Order does not authorize the filing of any document under seal. A party who wishes to file a document under seal must do so in accordance with Local Rule 5.10 and establish a legal basis for why such document may and should be sealed under applicable law.

(b) This Order does not prohibit or limit the use or disclosure of any discovery during the course of any public court proceedings in this litigation, including hearings and trial.

### **4. Relief from This Order**

(a) A party may disclose discovery subject to this Order by agreement of the parties or further order of the Court.

(b) A party seeking to disclose discovery subject to this Order may, after conferral with opposing counsel, file a motion with the Court seeking relief from this Order. Such motion shall indicate with specificity the discovery, or categories of discovery, which the party seeks to disclose; to whom; and the reason for the requested disclosure, unless such information would reveal attorney-client communications or attorney work product.

**5. Conferral.** Prior to filing any motion related to this Order, the parties must confer and so certify in any motion related to this Order. A motion which fails to include such certification shall be stricken. Conferral must include at least one telephone or in-person meeting between or among counsel, unless the issue is resolved by the parties through written conferral.

**6. Violation of This Order.** Any person subject to this Order who intentionally violates the limitations on the disclosure of discovery set forth herein shall be subject to this Court's contempt powers, in addition to any other sanctions allowed under the Federal Rules of Civil Procedure.

*So ordered.*

Entered this \_\_\_\_ day of \_\_\_\_\_ 202\_.

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Ronald L. Hanna  
United States Magistrate Judge