

REMOTE COURT HEARING INSTRUCTIONS for PARTICIPANTS

All proceedings in Room 1401 of the Richard J. Daley Center, 50 West Washington Street, Chicago, IL 60602, will be conducted via Zoom until further notice. Zoom is free and can be used with a laptop with a webcam, a phone with a camera, or a landline. Instructions are below:

Room 1401 Meeting ID: 930 9949 4868

Password: 544388

The meeting ID and password are the same for all Zoom hearings conducted in Room 1401

<p>Procedure for attorneys and self-represented litigants using a computer with a camera & microphone:</p> <ol style="list-style-type: none">1. Create a Zoom account by going to Zoom.us and click “sign-up, it’s free” and follow the prompts from there.2. Once Zoom opens, click “join a meeting” on the upper right.3. Message box will appear asking for meeting ID number. Input 930 9949 4868.4. Message box will appear. Click “open Zoom.”5. Message box may ask for the password. Input “544388”6. Screen should load, showing your face or name. Click “join with video”7. Message box will appear, click “join with computer audio.” Make sure the volume on your computer is turned up.8. You will appear in the “waiting room.” Wait there until the Court brings you into the hearing room.	<p>Procedure for using Zoom on cell phone:</p> <ol style="list-style-type: none">1. Download the Zoom cloud meeting on your cell phone.2. Open the app and tap “Sign Up.” Follow the prompts.3. Tap “Join”4. Input the meeting number: 930 9949 48685. Message box may ask for the password. Input “544388”6. Tap “Join with video.”7. Tap “call using Internet audio”8. Tap anywhere on the screen to make the header bars appear.	<p>Procedure for using Zoom on a landline phone without the Zoom app:</p> <ol style="list-style-type: none">1. Dial one of the US dial in numbers below: +1 312 626 6799 +1 646 876 9923 +1 301 715 8592 +1 669 900 6833 +1 253 215 8782 +1 346 248 7799 +1 408 638 09682. When prompted, input the meeting number: 930 9949 4868 followed by the pound key (#)3. When prompted, input the password: 544388, followed by the pound key (#)
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The Judge may mute all participants until their case is called by being brought into the hearing room.