

Instructions for Joining Virtual Courtroom via Zoom

I. To Join by Video and Audio with computer or smartphone:

- a. You must create a Zoom account by going to Zoom.us and click the prompt “sign up, its free” and follow the prompts.
- b. Once your Zoom account is created, click “Join” or “Join a Meeting”.

The meeting ID’s are:

Courtroom 111, Judge McAdams Meeting ID: 789 684 5871

Courtroom 112, Judge Voiland Meeting ID: 608 368 0586

Courtroom 113, Judge Pilmer Meeting ID: 876 832 2852

Courtroom 114, Judge Gleason Meeting ID: 213 267 5321

Courtroom 115, Judge Krentz Meeting ID: 994 062 2796

Courtroom 116, Judge Barnhart Meeting ID: 225 539 5458

There will not be a password for any Meeting ID.

- c. In the box “Your Name”, please enter *your* full name as it appears in the court file. Then click “Join”. In the event your name is not recognized from the court file, you may be placed back into the waiting room for the Judge to identify you.
- d. Message box will appear, click “Join with Video”.
- e. You will be sent into the “waiting room” and be admitted by the judge.
- f. After being admitted into the meeting by the Judge, a message box will appear, click “Join with Computer Audio”.

II. To join only by dialing in by phone:

+1 312 626 6799 US (Chicago)

The Chicago phone number should work for people calling from the Midwest. If that number does not work, you may find your local number at:

<https://zoom.us/j/7896845871>

The meeting ID’s are the same as above. You are unable to provide your name when joining by phone and you will be identified by your phone number.

***** Remote appearances are allowed in civil matters only. Advance court approval is required to appear remotely in an order of protection, juvenile, traffic, misdemeanor or felony case.

**IN THE CIRCUIT COURT FOR THE TWENTY-THIRD JUDICIAL CIRCUIT
KENDALL COUNTY**

AMENDED ADMINISTRATIVE ORDER 20 - 14

In re Remote Appearances

FILED

JUN 03 2020

**ROBYN INGEMUNSON
CIRCUIT CLERK KENDALL CO.**

Pursuant to the authority granted in Supreme Court Rule 21 (b) and (c), and the inherent authority of the Court; and pursuant to the direction of the Illinois Supreme Court as set forth in its Policy on Remote Court Appearances in Civil Proceedings, effective May, 2020; as well as Supreme Court Rules 45 and 241, IT IS ORDERED:

1. The courts in Kendall County have the ability for persons to appear remotely using Zoom videoconferencing technology. This process is available at no cost to case participants.
2. In civil matters, case participants, as defined in the Illinois Supreme Court Policy on Remote Court Appearances for Civil Proceedings, who wish to appear remotely for certain court proceedings, as further described below, may do so without first obtaining leave of court.
3. Persons appearing in court may make the request to appear remotely orally, instead of in writing.
4. Court proceedings in civil matters for which remote appearances are permitted without leave of court are considered to be nontestimonial, examples of those are:
 - a. Initial return dates for SC and LM cases
 - b. Presentment of agreed orders on all civil matters, including D and F cases
 - c. Case management conference dates
 - d. Setting of future court dates for:
 - i. Briefing schedules

- ii. Hearings on contested matters (you may be required to appear in court for evidentiary hearings)
 - iii. Pretrial conferences
 - iv. Trials
5. Case participants who wish to appear remotely in civil trials and evidentiary hearings must seek leave of court to do so pursuant to Supreme Court Rule 241. When making such a request, which should be in writing, a case participant needs to demonstrate good cause as to why the request should be granted. (*See*, Committee Comments to Supreme Court Rule 241.)
 6. Persons wishing to appear remotely on criminal matters must obtain permission of the court to do so pursuant to Supreme Court Rule 45. If permission is granted to appear remotely, and a defendant fails to appear remotely, then future court dates must be in person.
 7. There is presently no ability to appear remotely for Traffic and Misdemeanor cases, so all case participants must appear in person on scheduled court dates.
 8. Presently, case participants and attorneys do not need to seek leave to appear remotely pursuant to Supreme Court Rule 45 in civil matters. Attorneys and case participants in criminal matters must obtain leave of court pursuant to Supreme Court Rule 45 in order to appear remotely. Attached as Form 1 is a form of a Request to Appear Remotely pursuant to Supreme Court Rule 45 (nontestimonial matters) which may be used for filing with the Circuit Clerk. Upon filing, said request will be reviewed by the court and granted. If not granted before the next court date, then the judge will hear the request at the next scheduled court date.
 9. Attached as Form 2 is a form of a Request to Appear Remotely pursuant to Supreme Court Rule 241 (trials and evidentiary hearings) which may be used for filing with the Circuit Clerk. Note that the form requires that the person making the request provide a written

reason for the request. Upon filing, the person making the request will need to provide notice of the filing of the request, and notice of a hearing date on the request, to all other case participants and ask that the court hear and rule on the request before the trial or evidentiary hearing. Forms of the notice are available from the Circuit Clerk.

10. To join a Virtual Courtroom using Zoom, follow these instructions.
 - a. If you do not already have a Zoom account, you must create one by going to Zoom.us, click on the box [Sign Up, It's Free], and follow the prompts to create your free account.
 - b. At the time of the hearing, or preferably, shortly before, you should open Zoom on your computer, tablet, or smart phone, and a dialog box will request a meeting number. Each judge has a specific meeting number. There will be no password.

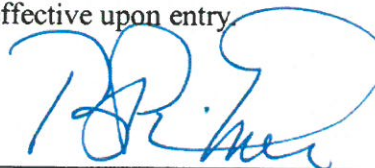
Judge's Name	Courtroom No.	Meeting ID No.
McAdams	111	789 684 5871
Voiland	112	608 368 0586
Pilmer	113	876 832 2582
Krentz	115	994 062 2796
Barnhart	116	225 539 5458

- c. In the box "Your Name", you should enter your full name as it appears in the court documents. This will help the judge identify you. In the event your name is not recognized from the court file, you may remain in the waiting room until the Judge is able to identify you.
- d. Your face should appear on the screen of your device, and you must then select "Join with Video", and then select "Join with Computer Audio", or if using a smart phone, the message may say "Call Using Internet Audio".
- e. Participants will initially be in a waiting room pending admittance to the hearing by the court.
- f. If you lack video capability, you may still appear via Zoom by calling 1-312-626-6799. You will still be required to enter the judge's specific meeting ID. Please note that your full phone number will not be displayed, the judge and other participants will only see the last three digits of the number.
- g. If you are disconnected during the hearing, you should attempt to reconnect following the above procedure.

11. Before the remote proceeding begins, case participants appearing remotely should take the following steps:
 - a. Check your internet or phone connection.
 - b. Charge your device, and if using a smart phone, make certain that you have enough minutes.
 - c. Use earbuds or headphones with a microphone, if you can.
 - d. Use a quiet place where no one will interrupt you.
 - e. Have your papers ready, including notes for what you may want to tell the judge.
 - f. Set your camera at eye level. If using your phone, prop it up so you can look at it without holding it.
 - g. You will be muted upon entry into the virtual courtroom. Before speaking, unmute yourself, pause before speaking, in case there is any audio or video lag, state your last name so that the court knows who is speaking. When finished make sure that you mute yourself.
 - h. Remember that a remote hearing is still an official court hearing. Plan ahead, pay attention, and follow all instructions from the court.
12. At the conclusion of the hearing, it may be necessary to submit a written order to the judge for his or her signature. Make sure you know who is responsible for doing so. Directions for providing written orders to each judge are found on the Circuit Clerk's website.
13. If you are unable to connect remotely, or become disconnected during the remote hearing and are unable to reconnect, call the Circuit Clerk's office at 630-553-4187. You should be able to speak to someone who will advise the judge of your inability to connect. Most likely a new court date will be scheduled and you will be advised of that new court date.
14. Individuals with disabilities should contact the Court Disability Coordinator at 630-553-4208 for assistance with appearing remotely.

This Amended Administrative Order shall be effective upon entry

Enter: June 3, 2020



Hon. Robert P. Pilmer
CHIEF JUDGE

**IN THE CIRCUIT COURT OF THE TWENTY-THIRD JUDICIAL CIRCUIT
KENDALL COUNTY, ILLINOIS**

	CASE NO.
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REQUEST FOR REMOTE PARTICIPATION

Pursuant to Supreme Court Rule 45, the undersigned hereby requests that he/she be allowed to participate remotely by Zoom video conference (no fee involved).

Signature of Party

Printed Name

Name

Street Address

City, State, ZIP

Phone

Email

**IN THE CIRCUIT COURT OF THE TWENTY-THIRD JUDICIAL CIRCUIT
KENDALL COUNTY, ILLINOIS**

	CASE NO.
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REQUEST FOR REMOTE PARTICIPATION

Pursuant to Supreme Court Rule 241, the undersigned hereby requests that he/she be allowed to participate remotely by Zoom video conference (no fee involved). For the good cause, as required by Supreme Court Rule 241, the person making this request states as follows: (See attached page(s)).

Signature of Party

Printed Name

Name

Street Address

City, State, ZIP

Phone

Email

Courtroom Procedures - Civil Cases

CR 115 and CR 116

A. Non-evidentiary and uncontested matters. Counsel and litigants are allowed to appear remotely via Zoom® without prior court approval on non-evidentiary and uncontested matters as more specifically set forth in Administrative Order 20-14. To facilitate remote access, the court will initiate an open Zoom® meeting at 9:00 a.m. each day court is in session. No invitation or password is necessary to join an open meeting (see attached Instructions for joining a remote hearing via Zoom®). Strict adherence to local rules pertaining to conduct and etiquette during remote hearings is expected.

B. Evidentiary matters and contested hearings: All parties and witnesses are required to be present in court to participate in evidentiary matters and contested hearings, unless a remote appearance is approved in advance by the court. Accordingly, the parties are prohibited from filing a notice of hearing requesting an immediate Zoom® hearing. This procedure may evolve over time; until then, exceptions will be considered on a case by case basis.

C. Agreed Orders-Efiling: The court will consider the entry of routine agreed orders off call, at any time, provided the order is signed by the litigants and/or counsel of record. Unless otherwise directed, all proposed orders (excluding family law cases) should be presented electronically via Odyssey EfileLL, or any other locally recognized e-filing vendor. Once signed, it shall be the responsibility of the parties to obtain copies; electronic orders will not be mailed to the parties. Prior to submitting a proposed order setting a future court date, counsel must first confirm the availability of the requested date from the Circuit Clerk's office or the proposed order may be rejected.

D. Civil Returns – Appearance waived if no proof of service. Counsel need not appear in court and no order is required to enter on cases scheduled for return on initial service, returns on wage/non-wage garnishments, or returns on Citations/Rules, where the requisite service of process on the opposing party has not been effectuated. This waiver of appearance shall apply only if a future court date has already been scheduled, and only if the moving party has previously filed proof of non-service of process in the court file. In the absence of either of those preconditions, counsel must appear in court, either in person or remotely, to obtain a future court date and enter a further order. If appearing remotely, strict adherence to the deadline for submission of electronic orders set forth below is expected.

E. Deadline for entry of electronic orders. Orders resulting from remote appearances must be prepared by the moving party and submitted electronically (see par. C above) no later than 3:00 p.m. on the same date of the remote appearance. Failure to do so may result in sanctions, including dismissal of the matter pending before the court.

VIRTUAL COURTROOM ETIQUETTE

The courtroom, whether physical in-person or virtual using telephone or video technology, remains a formal and serious setting where matters involving real people and real lives are heard. Every case is important, and all participants are required to maintain court decorum in the virtual world, just as they would in person.

All individuals participating in Virtual Court proceedings must continue to observe the following well-established rules of court decorum:

- 1) Arrive on time and follow virtual platform directions.** To minimize distractions during the court proceeding, log in a few minutes before the scheduled start time and follow the Zoom instructions.
- 2) Rules for testifying remotely are the same as in court.** While testifying, you are not allowed to be coached or prompted by anyone off-screen, including your attorney. Your testimony must not be influenced by referring to notes, pleadings, documents, or any other material visible to you off screen, unless the court directs you to do so.
- 3) Dress appropriately for court.** Business attire is always appropriate for court; sweatshirts, gym clothes, Hawaiian shirts, concert t-shirts, sports team jerseys and pajamas are never appropriate. **Attorneys:** while we understand you must juggle multiple roles while working from home, you are expected to dress in the virtual world as you would in court.
- 4) Eliminate distractions.** Participating in Virtual Court proceedings often means working from home. Please try to remote in from a quiet area and minimize interruptions by others in the home.
- 5) Do not speak out of turn or interfere in testimony.** Just like an in-person court setting, the presiding judge will indicate when it's your turn to be heard. In order to prevent any accidental audio distractions, please mute your audio setting until it is your turn to speak. If another person is testifying, you may not suggest answers, make gestures, or otherwise coach a witness or a party from off camera.
- 6) Be courteous and respectful to all virtual court participants.** Use good manners; ensure that your physical and facial expressions are appropriate and uphold the dignity of a court setting. Ensure your language upholds the dignity of a court setting – no profanity.
- 7) Do Not bring food to the virtual courtroom.** This includes chewing gum. Coffee is fine, we all need coffee.
- 8) Do not use tobacco or vaping products in the virtual courtroom.**
- 9) Sit up Straight.** Show the same courtesy the Court is showing you. Do not prop your feet up on a table or chair.