

# Kane County Local Rule

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## 1.17 SIXTEENTH JUDICIAL CIRCUIT REMOTE APPEARANCES AND PROCEDURES

All appearances under this rule shall comply with Supreme Court Rule 45:

<https://www.illinoiscourts.gov/resources/f06d63ba-828e-40f2-8ae2-ef4b11c9c66b/file>

### A. General Rules

1. The Sixteenth Judicial Circuit strives to make court participation more accessible, meaningful, and convenient for all, and encourages the use of technology to attend court proceedings remotely where applicable. All judges in the Sixteenth Judicial Circuit have the discretion to create and maintain a remote hearing or docket to address safety or health concerns, provide cost or time savings to the court or parties, or improve efficiency of court operations. In the creation and scheduling of such hearings, judges and courthouse personnel should strive to utilize technology which is readily available to the public and attorneys and is available at either no cost or low cost to participants.
2. This rule does not require a judge to hold a remote hearing in any proceeding unless otherwise mandated by law or established by other court procedure – see Section (d) below. Those proceedings allowed to be conducted by video or telephone under SCR 45(c-e) may be required to be in-person if the judge determines that the nature of the hearing, the conduct of the parties or attorneys in the case, or if the need to allow parties and their attorneys to communicate and negotiate effectively requires it.
3. When a remote hearing involves a defendant in custody, the judge shall provide an opportunity for counsel to communicate privately with said defendant prior to, during, and immediately after the proceeding either in-person or remotely.
4. A judge may direct an attorney to initiate a remote hearing in an individual case as necessary, if that order does not place an undue burden on any one party or attorney.
5. Persons who appear in a remote hearing must conduct themselves in the same manner and in accordance with the same standards as the Illinois Code of Civil Procedure, Illinois Supreme Court Rules, and Sixteenth Judicial Circuit Court Rules. The same rules regarding dress, conduct, demeanor, language, and respect for the court and staff apply as if the participants were physically present in the courtroom.
6. Judges, at their discretion, should make efforts to allow public viewing of any public court proceeding conducted by video.

### B. How to Join and Appear in a Remote Proceeding (Zoom) in the Sixteenth Judicial Circuit

1. If you are attending court by video, you must first have the Zoom application downloaded on your computer, smartphone, or other device. Once Zoom is downloaded on your device, you may link to your courtroom by using your internet browser (Safari, Google) to connect to [KaneCourt.org](http://KaneCourt.org), then selecting the JOIN ZOOM COURT button. Locate your courtroom number or judge, then select JOIN HEARING, then select JOIN WITH ZOOM and follow the on-screen directions.
2. You should use your best efforts to make sure your full first and last name appear on screen. Judges or court staff may delay or deny access to on screen nicknames or preassigned names such as iPhone123. The courts often will only allow in those people whose screen names are on their court call. If you need help changing your

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on-screen name, please call the Kane County Law Library & Self-Help Legal Center at (630) 406-7126.

3. You may not record or take any pictures or screen shots, or otherwise capture an image or recording of a remote court date without the court's permission.
4. If you are attending court by telephone audio only (no video), you can find the dial-in information for each courtroom on [KaneCourt.org](http://KaneCourt.org) by selecting the JOIN ZOOM COURT button. Locate your courtroom number or judge, then select JOIN HEARING. The telephone number to call, along with the needed Meeting ID and Password, will be displayed. When you call the telephone number, follow the prompts that are given.
5. When entering remote court (Zoom court) all but the area code and last three digits of your telephone number are hidden from participants who are using video to see the screen. The host of the remote court call (Zoom court) will replace your phone number with your name. To mute and unmute yourself, dial \*6.

### C. General In-person and Zoom Court Information

1. The website [KaneCourt.org](http://KaneCourt.org) (Kane Court Partners) is designed to quickly direct you to information you may need to attend court, including but not limited to:

How to Use Zoom

Join Zoom Court

Online Payment

Is Court In-Person/Zoom?

Hearing Reminders

Find My Court Date

2. You may also find access to remote (Zoom) court through the links on the following websites: [Sixteenth Judicial Circuit website](#), LIVE STREAMING JOIN ZOOM COURT link, the [Kane County Circuit Clerk's Office website](#) LIVE COURT link, or the [Kane County Law Library & Self Help Legal Center's website](#) ATTEND COURT link.
3. If in-person court attendance is required or preferred, you may find the courthouse locations, hours, and contact information on the [Sixteenth Judicial Circuit website](#).

### D. Proceedings Exempt from Remote (Zoom) Proceedings

Jury trials of all case types are exempt from remote proceedings.

### E. How to Request a Remote (Zoom) Proceeding

1. To see if your appearance is in-person or remote (Zoom), view instructions on how to attend remote (Zoom) court, or find courthouse locations, please see section (c) above.
2. To request a remote (Zoom) court appearance in a Juvenile Division matter, you must first be a party to the case or otherwise meet the stipulations found in [Local Court Rule 15.09 Attendance at Hearings](#). If you qualify, you may contact the Judicial Assistant at 630.232.3441 to request direction on how to attend the hearing remotely.

### F. Documents Including Remote Appearance Information

All summonses, notices, and court orders setting court dates where case participants have the option to appear remotely shall include the following:

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Hearing Type

Zoom Meeting ID, Password, and link or instructions for where to obtain this information

Dial-in information

Courthouse address and phone number

G. Where the Local Court Rule and any Amendments Will be Shared

This Local Court Rule and any amendments shall be linked to the [Sixteenth Judicial Circuit](#), [Kane County Law Library & Self-Help Legal Center](#) and the [Kane County Circuit Clerk's Office](#) websites.

All current Local Court Rules, General Orders, and Administrative Orders are available in physical print format in the [Kane County Law Library & Self-Help Legal Center](#).