

**AMENDED**  
**SIXTEENTH JUDICIAL CIRCUIT**  
**ADMINISTRATIVE ORDER – FAMILY DIVISION**  
*Effective June 8, 2020*

**IN THE MATTER OF COVID-19** )  
**TEMPORARY PROCEDURES FOR** )  
**FAMILY DIVISION MATTERS** )

**WHEREAS** in light of the Coronavirus pandemic, and in order to protect the health and safety of the general public, Circuit Court judges and Circuit Court employees, and after consultation with the offices of the Kane County State’s Attorney, Public Defender, Sheriff, Circuit Clerk, County Board, and representatives of the private bar, and pursuant to Illinois Supreme Court Rule 21(b), Kane County General Order 20-22 and the Court’s inherent authority, and

**WHEREAS** this *Amended* Administrative Order replaces the prior Amended Family Division Administrative Order effective June 1, 2020, identified by the language in ***bold italics*** below;

**IT IS HEREBY ORDERED** that the following temporary procedures will apply to all cases assigned to the Family Division:

**A) AGREED ORDERS AND UNCONTESTED MATTERS FOR RULING BY EMAIL**

The Family Division will continue to accept Agreed Orders for review and entry at the respective Judge’s discretion as follows:

Agreed Orders (for agreed continuances, resolving pending matters up to, and including, entries of Judgment for Dissolution) shall continue per previous protocol posted within the Kane County Local Court Rules, III. FAMILY, Article 14: Family Division, Standing Orders as follows:

For cases in which there is counsel for both parties, all correspondence can be emailed directly to the Judge for review or the Family Division email address at [FamilyDivision@16thCircuit.IllinoisCourts.gov](mailto:FamilyDivision@16thCircuit.IllinoisCourts.gov) under the following guidelines:

1. Where one or both parties is a Self-Represented Litigant, correspondence shall be sent **ONLY** to the family division email at [FamilyDivision@16thCircuit.IllinoisCourts.gov](mailto:FamilyDivision@16thCircuit.IllinoisCourts.gov).
2. Copy all opposing parties on your emails or they will be returned
3. Include the respective Judge’s name and case number in the subject and body of the email for faster distribution.
4. Counsel shall not include their clients in the emails to the respective Judge’s direct email address.

## **B) AGREED REMOTE PRETRIAL CONFERENCES**

The Family Division will continue to conduct remote Pretrial Conferences at the respective Judge's discretion as follows:

1. Remote pretrial conferences shall continue per previous protocol posted within the Kane County Local Court Rules, III. FAMILY, Article 14: Family Division, Standing Orders.
2. Notice of request for an agreed pretrial conference shall be as in Paragraph A above.

## **C) CASES CONTINUED FOR STATUS THROUGH JULY 30, 2020 BY CIRCUIT CLERK and PROCEDURES FOR ADVANCEMENT OF COURT DATES**

In order to accommodate the ability to clear the Courts' calendars and provide access to the Courts pursuant to the June 1<sup>st</sup> Schedule (Ex. A), all matters currently scheduled for proceedings in Courtrooms 111, 113, 201 and 211 Monday through Thursday mornings, from June 8, 2020 through July 30, 2020 shall be continued by the Circuit Clerk for status to the months of August *and September* 2020 and staggered into the June 1<sup>st</sup> Schedule format.

The Circuit Clerk shall send notices to all parties of the new dates and all cases may be advanced by parties into the new June 1<sup>st</sup> Schedule for Courtrooms 111, 113, 201 and 211 beginning June 8<sup>th</sup> forward by the following protocols.

This does not include: (1) Matters scheduled on the afternoon calls, (2) existing out of court Zoom conferences scheduled by the Court, (3) returns on Orders of Protection, (4) cases currently set on Friday mornings.

Cases pending in Courtroom 101 shall proceed in person on currently scheduled court calls, subject to staggered times as outlined below, as will be implemented by the Circuit Clerk.

## **D) AMENDED PROTOCOL FOR IN PERSON AND REMOTE COURT PROCEEDINGS:**

Effective *June 8, 2020*, this paragraph hereby replaces the prior protocol for Remote Contested Hearings enumerated in the Family Division Amended Administrative Order effective *June 1, 2020*.

The Amended protocol for In Person and Remote Court proceedings shall be pursuant to the Family Division Schedule outlined in the *June 8<sup>th</sup>* Calendar (attached as *Amended Ex. A, adding remote case management access from 10:30am to 12:00pm on Fridays in CR111, 113, 201, 211*) delineating when courtrooms will be open for In Person court

appearances (in yellow) and Remote Court proceedings via Zoom video platform (in blue).

**1. IN PERSON CALENDAR (Ex. A, in yellow)**

**A. Courtrooms 111, 113, 201, 211**

- i. For all cases in which both parties are self-represented, the Circuit Clerk shall schedule matters on the In Person Calendar from 9:00 to 10:00 am;
- ii. For all cases in which only one party is self-represented, the Circuit Clerk shall schedule matters on the In Person Calendar at 10:00a.m. or 11:00a.m.
- iii. For all cases in which both parties are represented by counsel, scheduling shall be **by court order** only for the In Person Calendar at 10:00a.m. or 11:00a.m.
- iv. The afternoon In Person Calendar shall be **by court order only**.
- v. For all cases, the appropriate notice pursuant to law and Local Rule shall be given to the opposing party.

**B. Courtroom 101**

- i. For all cases in which both parties are self-represented, the Circuit Clerk shall schedule matters on the In Person Calendar Tuesday or Thursday at 1:30 p.m. or 3:00 p.m.
- ii. For all cases in which only one party is self-represented, the Circuit Clerk shall schedule matters on the In Person Calendar Monday, Wednesday, or Friday at 9:00a.m. or 10:30 a.m.
- iii. The afternoon Calendar for Monday, Wednesday and Friday shall be **by court order only**.
- iv. For all cases in which both parties are represented by counsel, the Circuit Clerk's Office shall *only schedule emergency matters on the morning calendar. For all non-emergency matters, the Circuit Clerk shall not schedule* any court appearances, and shall direct counsel to email the Court directly to set the matter on the Remote Court Calendar.
- v. For all cases, the appropriate notice pursuant to law and Local Rule shall be given to the opposing party.

**2. REMOTE (ZOOM VIDEO) CALENDAR (Amended Ex. A, in blue)**

Parties **MAY NOT** object to a matter proceeding solely on the basis that it may occur remotely.

**A. Courtrooms 111, 113, 201, 211**

- i. For cases in which both parties in a pending matter are represented by counsel, matters may be motioned in for Court Management/Presentment/Setting on the Remote Court Calendar during the morning court schedules.
- ii. Family Division afternoon Remote Court settings shall be **by court order only**.

- iii. Parties shall call the Circuit Clerk at 630-232-3413 to check for availability on the respective date and time requested. When a date is given, then submit a Family Remote Court Information Sheet (hereinafter referred to as "Information Sheet" and attached as **Amended** Ex. B) to the Circuit Clerk's Office by email at [CICFamilyRemoteOrders@co.kane.il.us](mailto:CICFamilyRemoteOrders@co.kane.il.us) within the same business day.
- iv. The Information Sheet must be fully completed and appropriate notice given to opposing party pursuant to law and Local Rule.
- v. The Circuit Clerk, after receipt of the Information Sheet shall schedule the matter on the respective Court's docket and forward a copy of the Information Sheet to the Court.
- vi. ***Counsel and parties shall attend remote court sessions by going to <https://www.illinois16thjudicialcircuit.org> and joining the respective Courtroom schedule.***
- vii. Parties are responsible for obtaining a court reporter if they would like the hearing transcribed.
- viii. Notwithstanding the foregoing, if the parties file a consent that includes an appeal waiver on the issue of telephonic testimony, the assigned judge may, in his or her discretion, approve a request to take witness testimony via telephone.
- ix. Except as otherwise provided for in this order, hearings conducted pursuant to this Order shall be conducted to the same standards as hearings in a courtroom and in accordance with the Illinois Rules of Civil Procedure, Illinois Supreme Court Rules and the Rules of Practice of the Circuit Court, Sixteenth Judicial Circuit.
- x. The precise method in which a remote hearing will be conducted remains within the discretion of the judge assigned to the individual case, within the bounds of applicable law, rules, and practice procedures.

**B. Courtroom 101**

- i. For cases in which both parties in pending matter are represented by counsel, counsel must email the judge directly to schedule the remote hearing and ***shall attend by accessing the court schedule at <https://www.illinois16thjudicialcircuit.org>***
- ii. The judge will enter an order.

**3. REMOTE HEARINGS:**

Following any In Person or Remote appearances the Court may set a matter for hearing on the pending issues for a Remote Hearing. Holding a hearing remotely requires proper preparation and planning. Steps required to be taken prior to any remote hearing are as follows:

- a) Upon authorizing a remote hearing, the Court will enter an order setting the date, time and duration of said Remote Hearing. ***Parties shall attend the remote hearing by accessing the court schedule at <https://www.illinois16thjudicialcircuit.org>***

- b) Two (2) court days prior to a hearing, the parties shall file a list containing the names and email addresses of the attorneys, and names of participants and attendees (if any) who will attend the hearing. All persons must use their real names (not aliases) while online to ensure they will not be prevented from entering the hearing.
- c) Two (2) court days prior to a hearing the parties shall exchange exhibits they intend to introduce into evidence and thereafter conduct a conference to identify any exhibit(s) they stipulate can be admitted into evidence. If a party fails to comply with this provision, the court in its discretion may deny the introduction of that party's exhibit.
- d) At least two court days before the hearing parties shall prepare and email to the Circuit Clerk's Office at [CICexhibits@co.kane.il.us](mailto:CICexhibits@co.kane.il.us) all proposed exhibits (and if appropriate, an electronic bundle of authorities) as follows:
  - i. A searchable PDF format (and a color PDF, if necessary) shall be used;
  - ii. Each exhibit shall be a separate file. Each file name shall reflect the party offering it and the exhibit number;
  - iii. An index of all exhibits shall be included stating the number of pages in each exhibit;
  - iv. The assigned judge may also require a courtesy copy of all exhibits and/or authorities either in electronic or paper form, and in such order and/or format as the judge otherwise directs.
  - v. ***Parties shall attend the remote hearing by accessing the court schedule at <https://www.illinois16thjudicialcircuit.org>.*** On the day of a video hearing, it is the responsibility of the attorneys to ensure their clients and witnesses are available and ready to proceed at the appointed time.
  - vi. Once an exhibit is admitted into evidence during the hearing, the Circuit Clerk shall upload the exhibit into Odyssey so that it becomes part of the record. Upon conclusion of the hearing, the Circuit Clerk shall not be obligated to maintain any proposed exhibits that were not made part of the court record and may delete them at the clerk's convenience.
  - vii. Where the case is one that involves the use of an interpreter, early and careful consideration should be given as to how best to facilitate this involvement in the context of a remote hearing. Please coordinate the use of an interpreter with the Family Judicial Assistant at 630-232-5820.
  - viii. Where a witness attends the remote hearing, the witness will be sworn or affirmed by the judge prior to commencement of their testimony. In addition:
    - a) The witness is to be alone, in a secure room with the doors closed. A record will be made by the judge of those conditions.
    - b) Witnesses and parties should wear appropriate attire and present themselves as they would if they were appearing in a physical courtroom.



- c) The witness is to ensure that there will be no interruptions or distractions for the duration of their appearance at the remote hearing.
- d) The witness should have recently read all affidavits, statements, and documents before the remote hearing and have a copy of those documents with them and identified in the same manner as the documents are filed with the clerk. This provision is not mandatory for materials to be used in cross-examination or in the examination of adverse witnesses.
- e) The court reporter is the only person authorized to record the remote hearing by electronic means, stenography or any other method. Any recording by a party or other person of a remote hearing without the permission of the court is strictly forbidden.
- f) American courts are generally open to the public and it remains highly desirable that the operations of the family courts are as transparent as possible. Within this context, the court and the parties must consider how the press and public can have access to the remote hearing. The daily court schedule shall reflect that a hearing is remote and the date and time of such hearings. Members of the public and/or media who desire to observe a hearing should contact the Family Court Judicial Assistant at 630-232-5820 for directions on how to attend. Observers are prohibited from speaking to witnesses or potential witnesses concerning any testimony or evidence until after the evidence has closed.
- g) All parties attending the remote hearing should ensure they have good connection/signal to avoid a breakdown in connection during the hearing. An Ethernet (wired) connection is recommended over a Wi-Fi connection. A poor video connection of a party or their attorney is not grounds to continue a hearing.
- h) All parties attending shall make sure that the name used for their respective login is easily identifiable by the Court to their respective case to be allowed entry into the remote hearing.

**E) FRIDAY CASE MANAGEMENT DATES IN COURTROOMS 111, 113, 201, 211:**

1. All cases where both parties are self-represented should appear at Friday case management conferences (CMC).
2. Where one party is represented by counsel, counsel should make all efforts to communicate with the opposing party to avoid appearing in person and submit an Agreed Order to the Court for a future date to be entered remotely if there is no basis for a case management conference.

3. All cases where both parties are represented by counsel, neither counsel nor the parties shall appear at Friday case management dates. Attorneys shall make best efforts to submit an Agreed Order for a future date to be entered remotely prior to or on said dates *or may attend remotely (pursuant to Amended Ex. A) from 10:30am to 12:00pm by accessing the court schedule at <https://www.illinois16thjudicialcircuit.org>.*
4. Where no agreed order is received by the Court prior to said Friday CMC date, the Court shall enter an Order continuing the matter for a minimum of 60 days.
5. If no order is submitted for two successive Friday CMC dates, the matter may be dismissed for want of prosecution.

#### **F) SELF REPRESENTED LITIGANTS**

Self-Represented Litigants may seek entry of Agreed Orders for continuances and schedule matters pursuant to Paragraphs A and D(1)(A) above including resolving pending matters up to and including entries of Judgment for Dissolution by emailing requests to the Circuit Clerk's Office at [CICFamilyRemoteOrders@co.kane.il.us](mailto:CICFamilyRemoteOrders@co.kane.il.us). This includes requests for Fee Waivers which may be applied for without making a court appearance.

Until further Order of Court, the Clerk of the Circuit Court may receive Family Division filings by mail or over the counter from Self-Represented Litigants seeking exemption from electronic filing. All attorneys shall continue to electronically file as mandated by the Illinois Supreme Court.

Entered this 5<sup>th</sup> day of June, 2020



Cruz, Rene  
Jun 5 2020 11:50 AM

DocuSign

René Cruz , Presiding Judge

## Family Court Schedule

Effective June 8, 2020 until further order

**CR 111 Parkhurst: Closed: June 29, 30; July 1, 2, 20, 21; August 3, 4, 5, 6, 7; September 8, 9, 10, 11**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>AM Remote</b>	<b>AM In Person</b>	<b>AM Remote</b>	<b>AM In Person</b>	<b>CMC In Person</b>
9:00	3 Max	8 Max: SRL	3 Max	8 Max: SRL	30 Max
9:30	3 Max		3 Max		
10:00	3 Max	5 Max	3 Max	5 Max	
10:30	3 Max		3 Max		Remote CMC
11:00		5 Max		5 Max	10:30am-Noon
	<b>Remote</b>	<b>PM In Person</b>	<b>PM In Person</b>	<b>PM In Person</b>	<b>PM Remote</b>
1:30	Set by Order	Set by Order	Set by Order	Set by Order	Set by Order

**CR 113 Downs: Closed: June 22, 23, 24, 25, 26; July 3 (court holiday) 6, 7, 8, 9, 10, 13, 24, 27; August 6, 7**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>AM In Person</b>	<b>AM Remote</b>	<b>AM In Person</b>	<b>AM Remote</b>	<b>CMC In Person</b>
9:00	8 Max: SRL	3 Max	8 Max: SRL	3 Max	30 Max
9:30		3 Max		3 Max	
10:00	5 Max	3 Max	5 Max	3 Max	
10:30		3 Max		3 Max	Remote CMC
11:00	5 Max	Set by Order	5 Max	Set by Order	10:30am-Noon
	<b>PM In Person</b>	<b>PM Remote</b>	<b>PM In Person</b>	<b>PM In Person</b>	<b>PM Remote</b>
1:30	Set by Order	Set by Order	Set by Order	Set by Order	Set by Order

**CR 201 Cruz Closed: July 6, 13**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>AM In Person</b>	<b>AM Remote</b>	<b>AM In Person</b>	<b>AM Remote</b>	<b>CMC In Person</b>
9:00	8 Max: SRL	3 Max	8 Max: SRL	3 Max	30 Max
9:30		3 Max		3 Max	
10:00	5 Max	3 Max	5 Max	3 Max	
10:30		3 Max		3 Max	Remote CMC
11:00	5 Max	Set by Order	5 Max	Set by Order	10:30am-Noon
	<b>PM In Person</b>	<b>PM In Person</b>	<b>PM In Person</b>	<b>PM Remote</b>	<b>PM Remote</b>
1:30	Set by Order	Set by Order	Set by Order	Set by Order	Set by Order

**CR 211 Flood Closed: July 24, 27, 28, 29, 30, 31**

Time	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>AM Remote</b>	<b>AM In Person</b>	<b>AM Remote</b>	<b>AM In Person</b>	<b>CMC In Person</b>
9:00	3 Max	8 Max: SRL	3 Max	8 Max: SRL	30 Max
9:30	3 Max		3 Max		
10:00	3 Max	5 Max	3 Max	5 Max	
10:30	3 Max		3 Max		Remote CMC
11:00		5 Max		5 Max	10:30am-Noon
	<b>Remote</b>	<b>PM In Person</b>	<b>PM In Person</b>	<b>PM In Person</b>	<b>PM Remote</b>
1:30	Set by Order	Set by Order	Set by Order	Set by Order	Set by Order



**CR101 Yetter**

<b>Time</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
	<b>AM In Person</b>	<b>AM In Person</b>	<b>AM In Person</b>	<b>AM In Person</b>	<b>AM In Person</b>
9:00	15 Max	Plenary OP	15 Max	Plenary OP	15 Max
10:30	15 Max		15 Max		15 Max
	<b>PM Remote</b>	<b>PM In Person</b>	<b>PM Remote</b>	<b>PM In Person</b>	<b>PM Remote</b>
1:30	Set by Order	7 Max: SRL	Set by Order	7 Max: SRL	Set by Order
3:00		7 Max: SRL		7 Max: SRL	

**NIGHT COURT 2<sup>ND</sup> AND 4<sup>TH</sup> WED OF EACH MONTH**

# FAMILY REMOTE COURT INFORMATION SHEET

Party is to call the Circuit Clerk to Schedule at 630-232-3413, and then submit this completed form to [CICFamilyRemoteOrders@co.kane.il.us](mailto:CICFamilyRemoteOrders@co.kane.il.us) and send notice to opposing party by the end of the business day. Access to participation in remote proceedings may be found at:

<https://www.illinois16thjudicialcircuit.org>

(Please type or print legibly)

DATE/TIME GIVEN BY CLERK: \_\_\_\_\_

CASE NUMBER: \_\_\_\_\_

ASSIGNED JUDGE: \_\_\_\_\_

COURT ROOM NO. \_\_\_\_\_

PETITIONER/ATTORNEY: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

RESPONDENT/ATTORNEY: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

GAL (if applicable): \_\_\_\_\_

E-MAIL: \_\_\_\_\_

PURPOSE OF REQUEST:

COURT MANAGEMENT \_\_\_\_\_

PRESENTMENT of MOTION \_\_\_\_\_

SETTING of HEARING \_\_\_\_\_

PLEADING/ISSUE/FILED DATES:

\_\_\_\_\_

PRE DECREE \_\_\_\_\_

POST DECREE \_\_\_\_\_

INTERPRETER/LANGUAGE: \_\_\_\_\_

REQUESTING PARTY/ATTORNEY: \_\_\_\_\_

Phone call to Circuit Clerk's Office for a case in Family Division  
Caller is requesting to have a case noticed before the court for presentation of a motion or petition, or court management

Courtroom 101

Are both sides represented by counsel?

YES

**DO NOT  
SCHEDULE  
UNLESS AN  
EMERGENCY -**  
in all other cases Instruct attorneys to contact Judge Yetter via email to schedule remote appearance

NO

Are both sides self-represented?

YES

Schedule case on In Person Calendar:  
Tuesday/Thursday  
at 1:30 or 3:30 p.m.

NO

Schedule case on In Person Calendar:  
Monday/Wednesday/Friday  
at 9:00 or 10:30 a.m.

Courtrooms 111, 113, 201, 211

Are both sides represented by counsel?

YES

Schedule case on the Court's A.M. Remote Court Calendar:  
9:00, 9:30, 10:00, 10:30 a.m.  
Instruct caller to email Family Court Information Sheet to [CICFamilyRemoteOrders@co.kane.il.us](mailto:CICFamilyRemoteOrders@co.kane.il.us) by the end of business day

NO

Are both sides agreeing and able to appear via Zoom?

YES

Schedule case on Court's A.M. Remote Court Calendar  
Instruct caller to email Family Court Information Sheet to [CICFamilyRemoteOrders@co.kane.il.us](mailto:CICFamilyRemoteOrders@co.kane.il.us) by the end of business day

NO or UNKNOWN

Are both sides self-represented?

YES

Schedule case on In Person Calendar at 9:00 a.m.

NO

Schedule case on In Person Calendar at 10:00 or 11:00 a.m.

# Como Utilizar Zoom en el Tribunal

¿Qué voy a necesitar para asistir al Tribunal vía Zoom?

Usted necesitará **una computadora de escritorio, una computadora portátil, o un teléfono celular inteligente que estén equipados con una cámara, micrófono y conexión estable al internet.** Si usted no tiene acceso a esos aparatos vea la sección de Opciones Para Llamar al pie de este documento. Las instrucciones para asistir a una audiencia en forma remota son las siguientes:

## Primer Paso: Instalar la Aplicación Gratuita de Zoom

Para **teléfonos inteligentes y tabletas** instale la aplicación ZOOM que se encuentra en la tienda de su teléfono "Play Store" o en la tienda de su teléfono "App Store." Para su **computadora de escritorio, computadora o aparato portátiles** con cámara y micrófono, por favor vaya al [www.zoom.us](http://www.zoom.us) y siga las instrucciones para descargar la aplicación.

## Segundo Paso: Crear una Cuenta

Cree una cuenta de Zoom ingresando a Zoom.us y presione "Inscríbase, es gratuito" (Sign up, it's free) y siga las instrucciones. Usted necesitará utilizar su dirección personal de correo electrónico y crear una contraseña (password). Necesitará hacer esto solo una vez; está será la cuenta que usará cada vez que ingrese a una audiencia virtual vía Zoom.

Deberá probar el sistema de audio y video por lo menos 24 horas antes de la conferencia. Podrá hacer esto en la sección de "Preferencias" (Preferences) o Ajustes "Settings" del sistema. Usted también va a querer probar el sistema para asegurarse que tiene una buena conexión de Wi-Fi. Si su señal es muy débil esto podría impactar en su habilidad de participar en la audiencia virtual. Si usted no puede participar por video, vea la sección de Opciones para Llamar.

## Tercer Paso: Ingresar a la Sesión de Zoom

**Asegúrese de ingresar al Zoom 15 minutos antes de que empiece la sesión.**

Para ingresar a la sesión necesita acceso a la información de la sesión remota de Zoom en el tribunal, la cual incluye el número de identificación de la sesión y la contraseña de la sesión. Podrá encontrar esta información en el sitio del web del Decimosexto Circuito Judicial:

<https://www.illinois16thjudicialcircuit.org/Pages/Streaming-Directory.aspx>.



1. En la página cibernética para Audiencias Remotas del Tribunal, ubique el número de la sala del tribunal que se le asignó a su caso y presione sobre el enlace para obtener el horario de sesiones remotas para esa sala del tribunal.
2. En la página cibernética del Horario Diario de Sesiones Remotas del Tribunal, encuentre la sesión remota para la fecha y hora de su audiencia programada.
3. Por favor apunte el número de identificación "ID" y contraseña "Password" para su sesión específica en el tribunal.
4. Se le proveerá un enlace titulado "Join Now" (Ingresar Ahora) para su audiencia. Al presionar el enlace "Join Now" abrirá su aplicación de Zoom y le pedirá que ponga el número de identificación de la sesión de Zoom y la contraseña que quiera asistir.
5. Después de que ponga su identificación y contraseña, se abrirá una pantalla mostrando su cara, Después de ver esa pantalla presione donde diga sesión con video **"join with video" (ingresar con video)**.
6. Al haber completado los pasos anteriores, habrá ingresado a la sesión de Zoom y se le colocará en la sala de espera de Zoom "Waiting room". (Mientras esté en la sala de espera, no podrá ver o escuchar los procedimientos del tribunal.)
7. El nombre que elija para usted mismo(a) se verá en la pantalla durante la llamada. **Deberá** usar su nombre completo tal y como aparece en su caso al igual que el número de su caso para que se le pueda identificar. Si no lo hace, podría ser que no se le permita ingresar al procedimiento desde la sala de espera.
8. Cuando el Juez esté listo para su caso, se le permitirá la entrada a la sesión de Zoom desde la "Waiting Room" (Sala de Espera).
9. Un mensaje se abrirá pidiéndole que ingrese a la sesión ya sea con el audio de su computadora **"join with computer audio,"** o con el audio del Internet **"join with internet audio"**. El seleccionar esto le permitirá escuchar la reunión y hablar a través de su aparato.

## Consejos:

- No ingrese a la sesión vía Zoom mientras este en un vehículo en movimiento. La conexión al Internet podría afectar su conexión a Zoom.
- Usted puede ingresar a la sesión del Tribunal vía Zoom si usted ingresa antes que el anfitrión esté listo para empezar la sesión. **Por favor no se salga de la reunión;** una vez que el anfitrión inicie la sesión, se le pondrá a usted en la sala de espera "Waiting Room".
- Ingrese a la sesión del Tribunal vía Zoom 15 minutos antes de la hora programada. Si usted llega tarde tendrá que esperar mucho más tiempo en la Sala de Espera "Waiting Room".
- Cuando se le deja entrar desde la Sala de Espera, deberá ponerse en el modo silencio (mute) Al presionar el icono del micrófono. Si hay una línea roja atravesando el icono del micrófono usted está en silencio "mute" y las demás personas de la sesión no podrán oírle. Cuando sea su turno para hablar, usted necesitará salir del modo silencio "mute" al presionar otra vez el icono del micrófono.
- Si usted no ha presionado previamente el botón de ingresar con video "Join by Video" usted puede presionar en el icono Iniciar Video "start video" después de ingresar a la sesión para que los demás

lo puedan ver. Si el icono de Iniciar Video “start video” en la parte inferior izquierda tiene una línea roja atravesándolo, significa que nadie puede verle.

## Compórtese como lo haría si estuviera en un Tribunal

- Deberá vestirse apropiadamente si va a presentarse por video en una audiencia virtual.
- Esté consciente del fondo (el área detrás de usted). Asegúrese que sea apropiado; será visto por el Juez y otras personas que participen en la audiencia. Asegúrese que no se siente directamente de frente o detrás de una ventana, ya que la luz o la reflexión pueden afectar la calidad del video.
- Elija un sitio tranquilo para participar en la audiencia. Los teléfonos celulares deberán estar en modo silencio “mute” y las puertas de las habitaciones cerradas para minimizar interrupciones.
- Deberá permanecer en el modo de silencio “mute” hasta que le llegue su turno para hablar. No hable por encima de otros y no interrumpa a nadie. Use un lenguaje apropiado como lo haría si estuviera presente en un Tribunal.
- Si está presente una taquígrafa o un intérprete del Tribunal, esté consciente de que él o ella podrá interrumpir de vez en cuando para aclarar quién está hablando.
- Si usted no sigue las reglas del Tribunal, lo sacarán de la audiencia y el Juez podría imponerle una multa o algún otro tipo de castigo.
- **Grabaciones/Fotografías/Reproducciones:** Cualquier grabación de video, grabación de audio, toma de fotografías, capturas de pantalla, y/o retransmisiones en vivo están estrictamente prohibidas. La grabación, publicación, retransmisión en vivo o alguna otra copia o retransmisión de las audiencias del Tribunal en video, audio, incluidas las fotografías o de algún otro tipo, están estrictamente prohibidas por la Regla 68(A)(8) del Tribunal Supremo de Illinois y estará sujeto a las penalidades por desacato al Tribunal. Los observadores deberán mantener sus videos apagados y el sonido en modo de silencio.

## Otras funciones de Zoom

- Sala Privada “Breakout room”: Si dos o más participantes necesitan tener una conversación privada, el Juez podrá enviarlos a su propia reunión y volverlos a integrar a la audiencia cuando termine la conversación.
- Compartir Pantalla “Share Screen”: Esta función se podrá utilizar para compartir documentos que tenga en su computadora. La capacidad para poder presentar documentos dependerá del juzgado. Si necesitan compartir un documento con los participantes, esté preparado para mostrar una versión en PDF desde su computadora con la función compartir pantalla “Share Screen” o de cualquier otra forma que el Juez considere apropiado (es decir, Dropbox). El anfitrión será el único en asignar participantes para compartir la pantalla.
- Sala de charla “Chat room”: Esta función también se puede utilizar para enviar documentos o mensajes. Algunos Juzgados podrán permitir el uso de sala de charlas. Sin embargo, no podrán tener una conversación privada con el Juez en ningún momento. Si alguien utiliza la charla (chat) para tener una comunicación ex parte (comunicación privada) con el Juez, el Juez se lo hará saber a todos, y esa persona será expulsado(a) del proceso.

## Opciones para Llamar

Si no puede ingresar a la sesión utilizando una computadora, computadora portátil o teléfono inteligente, podrá unirse a la audiencia haciendo una llamada por teléfono. Aunque no podrá ver a los demás participantes, y ellos no podrán verlo(a) a usted, tendrán la capacidad de escucharse el uno al otro.

El número de teléfono a llamar para unirse a la reunión lo podrá encontrar en el sitio del web del Tribunal:

<https://www.illinois16thjudicialcircuit.org/Pages/Streaming-Directory.aspx>. Tendrá que poner el número de teléfono seguido por el signo de número (#) ubicado en el Horario Diario de Sesiones Remotas de la Sala del Tribunal. Vea los pasos anteriores 1 y 2 para acceder al Horario Diario de Sesiones Remotas del Tribunal y el número de teléfono.

Ingresará a la sesión en silencio (mute). Para desactivar el modo de silencio al marcar por teléfono, deberá presionar \*6. Deberá permanecer en silencio (mute) excepto cuando sea su turno para hablar. Por favor identifíquese cuando sea su turno para hablar, hable con claridad y en voz alta para que todos puedan escucharlo.

## Para más ayuda en cómo utilizar Zoom

- Para un video corto sobre como ingresar a una reunión en Zoom vaya a: <https://www.youtube.com/watch?v=hlkCmbAHQQ>
- Para un video corto sobre como ingresar a una reunión en Zoom por primera vez (8:15 minutos de duración) vaya a: <https://www.youtube.com/watch?v=9isp3qPeQ0E>
- Para un video corto sobre como unirse a una reunión en Zoom con un aparato móvil (10:45 minutos de duración) vaya a: <https://www.youtube.com/watch?v=sOJkffIN804>



# How to Use Zoom for Court

What will I need to attend Court using Zoom?

You will need a **desktop computer, laptop, or smartphone that are equipped with a camera and microphone and a stable internet connection**. If you do not have access to those devices, see **Call-In Options** at the bottom of this document. The instructions for attending a remote hearing are as follows:

## First Step: Install Zoom For Free

For **smartphones** and **tablets**, install ZOOM from the Play Store or App Store.

For your **desktop computer, laptop** or notebook device with webcam and microphone, please visit [www.zoom.us](http://www.zoom.us) and follow the instructions to download the app.

## Second Step: Create an Account

Create a Zoom account by going to Zoom.us, and click, "sign up, it's free" and follow the prompts from there. You will need to use your email address and create a password. You only need to do this one time; this is the account you will use each time you enter a Zoom virtual hearing.

You should test audio and video at least 24 hours before the conference. This can be done in the "Preferences" or "Settings" window of the program. You will also want to test the program to be sure that you have a strong Wi-Fi connection. If your signal strength is too weak this may impact your ability to participate in the virtual hearing. If you are unable to participate by video, see the section titled "Call-In Options".

## Third Step: Join the Zoom Call

**Be sure to join the Zoom call 15 minutes before the start time.**

To join, you will need to access the Zoom remote court session information, which includes the meeting ID and password. This information can be found on the Sixteenth Judicial Circuit Court's website at: <https://www.illinois16thjudicialcircuit.org/Pages/Streaming-Directory.aspx>.

1. From the Remote Court Hearings webpage, locate your assigned courtroom and click on the link to that courtroom's Remote Court Session schedule.
2. From the courtroom's Daily Remote Court Session webpage, find the remote court session for the date and time of your scheduled hearing.
3. Please take note of the Meeting ID and Password for that specific court session.
4. A "Join Now" link to the hearing will be provided. Clicking on the Join Now link will open your Zoom app and ask you to enter the Zoom session's meeting ID and password.
5. After you enter the meeting ID and password, a screen should load showing your face, after you see this screen, click **"join with video"**
6. Once these above steps have been completed, you will have joined the Zoom session and be placed into the Zoom Waiting Room. (When in the Waiting Room, you cannot hear or see the court proceedings.)
7. The name that you choose for yourself will be shown on the screen during the call. You **must** use your full name as it appears in your case as well as your case number so that you can be identified. If you fail to do so you may not be admitted into the proceeding from the Waiting Room.
8. When the court is ready to hear your case, you will be allowed entry into the Zoom meeting from the Waiting Room.
9. A message box will then appear asking you to **"join with computer audio,"** or **"join with internet audio."** Selecting this will allow you to hear the meeting and speak through your device.



## Tips:

- Do not join the Zoom meeting while in a moving vehicle. Internet connectivity may affect your Zoom connection.
- You may join the Zoom court session if you join before the host is ready to start the session. **Please do not leave the meeting;** once the host begins the session, you will be placed into the Waiting Room
- Join the Zoom Court Session 15 minutes before the scheduled time. If you arrive late, you will end up waiting longer in the Waiting Room.
- When you are admitted from the Waiting Room, you should mute yourself by clicking on the microphone icon. If there is a red line through the microphone you are muted and cannot be heard by the people in the meeting. When it is your turn to speak, you will need to unmute yourself by clicking the microphone.
- If you have not previously clicked on the "Join by Video" button, you may click on "start video" after joining the meeting so that others can see you. If the "start video" icon on the bottom left corner has a red line through it, that means that no one else can see you.

## Behave As You Would in a Courtroom

- You should be appropriately dressed if appearing by video for a virtual hearing.
- Be aware of your background (area behind you). Make sure it is appropriate; it will be seen by the Judge and other people attending the hearing. Make sure you are not sitting directly in front of or behind a window, because the light or reflection can affect the video.
- Choose a quiet place to participate in the hearing. Cell phones should be muted, doors to rooms closed and disruptions minimized.
- You should remain on mute until it is your time to speak. Do not speak over anyone and do not interrupt anyone. Use appropriate language as you would in a courtroom.
- If there is a court reporter or language interpreter present, be aware that he or she may interrupt from time to time to clarify who is speaking.
- If you do not follow the Court's rules, you may be removed from the Court hearing, and the Judge can impose a fine or other punishment.
- **Recording/Photographs/Reproduction: Any video recording, audio recording, photographing, taking screenshots, and/or reproducing of the livestream is strictly prohibited. The recording, publishing, broadcasting or other copying or transmission of courtroom proceedings by video, audio, still photography or any other means is strictly prohibited by Illinois Supreme Court Rule 68(A)(8) and is subject to the penalties for contempt of court. Observers should keep their video off and sound on mute.**

## Other Zoom Features

- Breakout Room: If two or more participants need to have a private conversation, the Judge can send them into their own meeting and then bring them back into the hearing when the conversation is over.
- Share Screen: This feature can be used to share documents that you have on your computer. The ability to present documents will depend on the courtroom. If a document needs to be shared with the participants, be prepared to show a PDF version from your computer with the

“Share Screen” feature or in any other manner in which that court deems appropriate (i.e. Dropbox). The Host will be the only one to assign participants to share screen.

- Chat Room: This feature can also be used to send documents or messages. Some courtrooms may allow the chat rooms. However, you may not have a private chat with the judge at any time. If anyone uses the chat to have an ex parte communication (private chat) with the Judge, the Judge will let everyone know, and that person may be removed from the proceeding.
- Interpretation: An interpreter can join the Zoom meeting.

## Call-In Options

If you are unable to join using a computer, laptop, or smartphone, you may join the hearing by calling in. While you will not be able to see the other participants, and they will not be able to see you, you will still be able to hear each other.

The number to call to join the meeting can be found on the Court website:

<https://www.illinois16thjudicialcircuit.org/Pages/Streaming-Directory.aspx>. You will then need to enter the phone number followed by the pound sign (#) located on the courtroom’s Daily Remote Court Session schedule. See steps 1 and 2 above to access the Daily Remote Court Session schedule and phone number.

You will join the meeting on mute. To unmute yourself when dialing in by phone you, will have to press \*6. You should remain on mute except when it is your turn to speak. Please identify yourself when it is your turn to speak, please speak clearly and loudly so that everyone can hear you.

## More Zoom Assistance

- For a short video on How to Join a Zoom meeting:  
<https://www.youtube.com/watch?v=hIkCmbAHQQ>
- For a short video on Joining a Zoom meeting for the first time (8:15 minutes in duration):  
<https://www.youtube.com/watch?v=9isp3qPeQOE>
- For a short video on how to use Zoom on a mobile device (10:45 minutes in duration):  
<https://www.youtube.com/watch?v=sQJkfflN804>