

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

**ADMINISTRATIVE ORDER 20 - 19**

*In re Remote Appearances during  
COVID-19 Pandemic*

**FILED**

**NOV 25 2020**

**ROBYN INGEMUNSON  
CIRCUIT CLERK KENDALL CO.**

WHEREAS, the courts in Kendall County have the ability for persons to appear remotely using Zoom videoconferencing technology, and this process is available at no cost to case participants; and

WHEREAS, due to the increasing number of positive COVID-19 cases in Kendall County and throughout the State of Illinois, there is an increased need to maintain social distancing within court facilities;

NOW, THEREFORE, pursuant to the authority granted in Supreme Court Rule 21 (b) and (e), 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. **In ALL MATTERS, BOTH CIVIL AND CRIMINAL, all case participants - attorneys, parties in civil proceedings, and defendants in traffic and criminal cases are strongly encouraged to appear remotely, and should appear remotely unless specifically ordered to be present in court.** It is not necessary to obtain leave of court pursuant to Supreme Court Rule 45 before appearing remotely.

2. 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 shall be in writing, the case participant shall provide a basis for the remote appearance, also known as good cause as to why the request should be granted. (*See, Committee Comments to Supreme Court Rule 241.*)
3. If a defendant in a traffic, misdemeanor, or felony case is required to appear on a court date, and the person does not appear via Zoom or in person, then a warrant may be issued for the person, and all future court dates must be in person, in the discretion of the judge.
4. 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.
<b>Traffic and Misdemeanor Court - 114</b>		<b>597 629 5422</b>
McAdams	111	789 684 5871
Voiland	112	608 368 0586
Pilmer	113	876 832 2852
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. It is important that each person appear at the time scheduled. If you appear too early, you may remain in the waiting room until your scheduled time. If you appear late, then your case may have already been addressed without you being present. (Generally, this is not a good thing.)
  - g. 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 may not be displayed, the judge and other participants will only see the last three digits of the number.
  - h. If you are disconnected during the hearing, you should attempt to reconnect following the above procedure.
5. 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.
6. 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 by mail.
7. Individuals with disabilities should contact the Court Disability Coordinator at 630-553-4208 for assistance with appearing remotely.

8. 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.
9. Attached 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 (other parties in civil cases or in criminal cases to the and ask that the court hear and rule on the request before the trial or evidentiary hearing. Forms of the Notice of Hearing are available from the Circuit Clerk.

This Administrative Order shall be effective on November 30, 2020 and supercedes Administrative Order 20-14 which is repealed.

Enter: November 25, 2020.



---

Hon. Robert P. Pilmer  
CHIEF JUDGE

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

**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