

**STATE OF ILLINOIS**  
**IN THE CIRCUIT COURT OF THE TWENTY-FIRST CIRCUIT**

**ADMINISTRATIVE ORDER 2023-2**  
**REMOTE APPEARANCES**

This Administrative Order hereby preempts and replaces Local Rule 1.11C (Remote Appearance) and Administrative Order 2020-39, in its entirety until further order.

- A. Remote Appearance.** Remote appearances shall be allowed pursuant to Illinois Supreme Court Rule 45, 725 ILCS 5/106D-1 and 725 ILCS 5/109-1(f). A person not allowed to appear remotely pursuant to Illinois Supreme Court Rule 45, 725 ILCS 5/106D-1 and 725 ILCS 5/109-1(f) shall appear in-person unless the court in its discretion waives the in-person appearance.
- B. Court Discretion.** Any Judge in the 21<sup>st</sup> Circuit has discretion to create and maintain a remote hearing and/or docket. The Judge is not required to hold remote hearings or other court proceedings unless mandated by law. The Judge may require in-person proceedings for those proceedings allowed to be conducted remotely by video or telephone under Illinois Supreme Court Rule 45 if the Judge determines the nature of the hearing, the conduct of the parties and/or attorneys, and/or the need for parties and/or attorneys to communicate and/or negotiate effectively require in-person appearances. The court has discretion to convert an in-person proceeding to a remote or partially remote proceeding.
- C. Exemptions.** Pursuant to Illinois Supreme Court Rule 45(b)(2), the following court proceedings are exempted from the option to appear remotely without prior court approval.
1. **All CF cases** are exempted from the option in Illinois Supreme Court Rule 45 to appear remotely without advance approval pursuant to Illinois Supreme Court Rule 45(b)(2). **In-person appearances are required.**
  2. **All CM cases** are exempted from the option in Illinois Supreme Court Rule 45 to appear remotely without advance approval pursuant to Illinois Supreme Court Rule 45(b)(2). **In-person appearances are required.**
  3. **All DV cases** are exempted from the option in Illinois Supreme Court Rule 45 to appear remotely without advance approval pursuant to Illinois Supreme Court Rule 45(b)(2). **In-person appearances are required.**
  4. **All Juvenile matters** are exempted from the option in Illinois Supreme Court Rule 45 to appear remotely without advance approval pursuant to Illinois Supreme Court Rule 45(b)(1). **In-person appearances are required.**

5. **All pre-trials, jury trials, bench trials, evidentiary hearings, contempt proceedings, and settlement conferences** are exempted from the option in Illinois Supreme Court Rule 45 to appear remotely without advance approval pursuant to Illinois Supreme Court Rule 45(b)(1). **In-person appearances are required.**
6. **All DT, MT, TR, OV, and CV - First Appearances** are exempted from the option in Illinois Supreme Court Rule 45 to appear remotely without advance approval pursuant to Illinois Supreme Court Rule 45(b)(1). **In-person appearances are required unless the citation is marked, NO COURT APPEARANCE REQUIRED.**
7. The Court in its discretion may allow a person required to appear in-person, upon oral or written motion, to appear remotely including at hearing or trial.

**D. ZOOM.** Allowable remote appearances shall be by **Zoom** unless the Court allows a remote appearance by an alternative electronic or digital means.

1. **Zoom links:** A person may join a remote proceeding via the Zoom link assigned to the judge. Kankakee and Iroquois Judge Zoom links are found at <https://courts.k3county.net/> and are listed on the attached instructions.
2. **Request:** A person may request to appear remotely by oral motion, written motion, or phone request to the Judge's Clerk at least two days (2) in advance. The Judge will grant or deny the request. A judge may require such requests to be by oral or written motion. In-person appearance is required unless the Judge allows the request to appear remotely. The phone numbers for the Judge's Clerks are listed in the attached instructions and can also be found at <https://courts.k3county.net/>.
3. **Help:** For further help with the Zoom instructions, you may call the main circuit clerk's office:
  - a. Kankakee County Circuit Clerk: 815-936-5700
  - b. Iroquois County Circuit Clerk: 815-432-6950
4. **Information:** The Circuit Clerks' websites provide further information and assistance regarding remote appearances.
  - a. Kankakee County Circuit Clerk:  
<https://kankakeecountycircuitclerk.com/>
  - b. Iroquois County Circuit Clerk:  
<https://iroquoiscountyiil.gov/offices/circuit-clerk/>

**E. Zoom Standards of Decorum.** Unless otherwise ordered by the Court, remote hearings shall be conducted as follows:

1. Remote appearances shall be conducted to the same standards as hearings in the courtroom pursuant to the Illinois Rules of Civil Procedure, Illinois Rules of Evidence, Illinois Supreme Court Rules, and the Local Rules.
2. The method for conducting remote appearances remains within the discretion of the Court. The Court is responsible for the official record of the remote hearing. No person may record any part of the hearing through the Zoom platform, other allowed platform, or by any other means.
3. Remote appearances must be by both video and audio unless otherwise determined by the judge.
4. Zoom participants must be in an environment free of video and audio distractions.
5. The court shall be entitled to terminate or suspend the remote appearance for technological or other reasons at any time.
6. Any person appearing remotely shall use and display their real names and not alias such as "user" or "i-phone" to enter and participate remotely.
7. Participants shall be appropriately dressed and conduct themselves as if they are in the courtroom. Participants shall use appropriate backgrounds.

ENTERED: March 30, 2023



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Thomas Cunnington, Chief Judge of 21<sup>st</sup> Judicial Circuit

**KANKAKEE COUNTY COURTHOUSE**  
**REMOTE COURT INSTRUCTIONS FOR PARTICIPANTS**

Civil cases may be conducted via Zoom Video conferencing. Limited Criminal and Traffic cases can be conducted by Zoom. See Administrative Order 2023-2 – Remote Appearances. Zoom is free and can be used with a desk or laptop computer, smart phone or tablet with a camera or a landline phone. Instructions are below.

Please contact the appropriate judge’s clerk to schedule your cases via Zoom:

Judge Claudio – Brianna- 815-936-5730 Judge Cunnington – Shavon- 815-936-5726 Judge Dickenson – Lisa- 815-936-5706 Judge Drew – Merita- 815-936-5704 Judge Elliott – Katie- 815-936-5738	Judge Jones – Jeanna- 815-936-5703 Judge Nicholson – April- 815-936-5702 Judge Parkhurst – Trish- 815-936-5740 Judge Sliwinski – Troy- 815-936-5741
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**Meeting ID**

The Zoom meeting ID number for each Judge is listed below and will always remain the same. You may login early and wait for the judge to start the meeting (you may be in a waiting room until admitted).

Judge Claudio ..... 931 3594 9982 Judge Cunnington ..... 210 474 4291 Judge Dickenson..... Call Clerk for Instructions Judge Drew ..... Call Clerk for Instructions Judge Elliott ..... Call Clerk for Instructions	Judge Jones ..... 988 142 1907 Judge Nicholson ..... 962 7297 6542 Judge Parkhurst..... 204 999 2049 Judge Sliwinski ..... 934 6497 8397
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<b><u>Procedure to using a computer with a camera &amp; microphone:</u></b>	<b><u>Procedure to using Zoom on cell phone:</u></b>	<b><u>Procedure for using Zoom on a landline or cell phone:</u></b>
<ol style="list-style-type: none"> <li>1. Go to Zoom.us/join.</li> <li>2. Type your meeting ID and click Join.</li> <li>3. Click on “Open Zoom Meetings”. If you do not have Zoom installed, click on “download and run Zoom” and open the .exe file to install.</li> <li>4. Click “Join Meeting”.</li> <li>5. Screen should load showing your face. Click “join with video”.</li> <li>6. Message will appear, click “join with computer audio”.</li> </ol>	<ol style="list-style-type: none"> <li>1. Download the Zoom app on your cell phone.</li> <li>2. Open the app and tap “Sign up” (by following the prompts).</li> <li>3. Tap “Join”.</li> <li>4. Input your meeting ID.</li> <li>5. Tap “Join with video”.</li> <li>6. Tap “call using internet audio”.</li> <li>7. Tap anywhere on the screen to make the header bars appear.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dial the below US dial-in number: 312-626-6799</li> <li>2. When prompted, input the assigned judge’s meeting ID followed by the pound key (#)</li> <li>3. No Password is required.</li> </ol>

**The Judge may mute participants until their case is called.**

**All parties MUST enter their first and last names to identify themselves.**

**Failure to appear whether through the Zoom call or in person, may result in a default being entered against you.**