

# **GUIDELINES FOR VIRTUAL COURTROOM PROCEEDINGS OF THE ELEVENTH JUDICIAL CIRCUIT**



**Chief Judge Mark Fellheimer**

**Circuit Judge Charles Feeney**

**Circuit Judge Rebecca Foley**

**Circuit Judge Jonathan Wright**

**Associate Circuit Judge Amy McFarland**

**May 2020**

This page intentionally left blank

## Table of Contents

Guidelines for Virtual Courtroom Proceedings of the Eleventh Judicial Circuit/Authority.....	3
Decorum.....	4
Notice to Parties.....	5
Virtual Hearing.....	5
Oath.....	5
Admonishments.....	6
Public and Press Access.....	7
Exhibits.....	8
Breakout Rooms.....	9
Waiting Rooms.....	10
Drafting and Signing of Orders.....	10
Interpreters.....	10
Court Reporter.....	11
Status Calls.....	12
Pleas/Judgments/Orders.....	12
Concluding a Zoom Proceeding.....	14
Scheduling a Meeting/Sending Out Invitations.....	14
Scheduling a Meeting using Microsoft Outlook.....	18
Language interpretation setup.....	21
Running a Meeting/Hearing.....	26
Attending a Zoom Meeting/Hearing.....	29
Appendix/Forms.....	34

# **Guidelines for Virtual Courtroom Proceedings of the Eleventh Judicial Circuit**

Pursuant to Illinois Supreme Court Rule 45, effective May 22, 2020, “[t]he court may, upon request or on its own motion, allow a case participant to participate in a civil or criminal matter remotely, including by telephone or video conference.” In an effort to ensure that the administration of justice occurs when holding court proceedings remotely, the Eleventh Judicial Circuit has compiled the following guidelines and recommendations when this rule is invoked. These guidelines are intended to assist judicial officers in conducting proceedings remotely, whether they are physically in the courtroom or elsewhere. The Judges of the 11<sup>th</sup> Judicial Circuit have familiarized themselves with various software and platforms that enable remote hearings in accordance with the following guidelines.

## **Zoom Accounts**

While the Court is willing to consider other platforms and reserves the right to use another platform at any time, the Court expects to use Zoom for remote hearings unless otherwise directed by an agency or organization, i.e. Illinois Department of Corrections. All parties participating in a remote hearing must create an account for the platform being used for that hearing. All parties should regularly update the platform version to ensure that the most recent version is being used.

1. Each Judge shall maintain a Zoom account through which he/she will conduct virtual court. Each Judge will be the “host” of any video Zoom meeting. If preferred, the Judge/host can designate a “co-host” to assist in managing the participants. If the Judge/host chooses to have a “co-host,” he/she will notify the participants that he/she is using this feature.
2. If a participant does not have access to Zoom or the designated platform, he/she shall be allowed to participate by conference call.
3. The Judge/host should enable the Waiting Room feature in Zoom. This will allow the Judge/host to control who is admitted to the hearing and prevent participation by individuals who are not participants in the case.
4. The Judge/host should consider activating the Lock Room feature in Zoom after all participants are admitted to the hearing. This feature should be particularly considered for hearings conducted in juvenile and adoption proceedings.

5. For proceedings where a court reporter is taking transcription, the Judge/host should consider the impact of multiple participants. In this regard, the Judge/host should consider requiring all participants to mute themselves and to unmute themselves when the participant needs to speak. When a participant unmutes, they should be encouraged to first identify by stating their name. This should be done each time there is a change in speakers to maintain a clear record.
6. Participants accessing via a computer, smartphone, or other electronic device should appear from an office or home setting with an appropriate background. All participants must use their real names (not aliases) while online to ensure that they will be allowed to enter the hearing.
7. All proceedings conducted pursuant to Illinois Supreme Court Rule 45 shall be conducted in accordance with the same standards as hearings traditionally conducted in a courtroom, and in accordance with the Illinois Code of Civil Procedure, Illinois Supreme Court Rules, and the Local Rules of the 11<sup>th</sup> Judicial Circuit.
8. The manner in which a remote hearing will be conducted remains within the discretion of the judge assigned to the individual case, within the bounds of the applicable law, rules, and practice procedures.

## **Decorum**

The Judge/host shall make every effort to maintain the same level of decorum as if physically present in the courtroom. The Judge/host shall remind those participating that the call is an extension of the Court and they are participating in a court proceeding. The same rules regarding dress codes, demeanor, language, and respect for the staff apply. The staff participating in the virtual proceeding should have a professional background displayed. A photograph of the courtroom should be used whenever possible.

## **Notice to Parties**

The Court shall provide adequate notice to the parties and ensure that the parties are able to participate remotely. Each county and division shall establish a process for sending notice. Notice shall be provided to the parties in one of the following ways:

1. Court staff may telephone the parties before the hearing to obtain their email addresses. The invitation to the Zoom hearing and password shall then be emailed to the parties.

2. If the party does not have an email address or the ability to join by video, the party shall provide a telephone number to join the meeting via telephone.
3. The Deputy Circuit Clerk, Court or attorneys as directed by the Court shall provide notice to the participants by mail of the court proceeding, court date, time of hearing, and the Zoom meeting ID.
4. Instructions with how to access Zoom shall be provided to the participants with the notice.

## **Virtual Hearing**

When a record of the court proceeding is being taken, at the beginning of the hearing, the Judge/host shall state the case number, case name, start time of the hearing, require each participant to state and spell their name, and have each participant indicate in what form they are participating in the virtual hearing.

## **Oath**

Pursuant to Illinois Supreme Court Rule 241, the oath may be administered by the Deputy Circuit Clerk, or by the individual Judge. This procedure would remain the same as during a physical court appearance if all parties appear by Zoom. If there is any question as to the identity of a participant appearing by Zoom, the Judge/host may require identification through a driver's license or another form of identification.

If a party is unable to appear by Zoom and is present by telephone only, the Judge/host must verify that the participant is the person he/she claims to be. This can be accomplished by asking other participants if they recognize the voice to be the person indicated. If verification is established, the oath can be administered as set forth above.

## **Admonishments**

The following admonishments will be given by the Judge/host prior to the commencement of the proceeding, when applicable:

1. The court proceedings are on the record and we have a Court Reporter present on Zoom. All conversations can be heard by all of the other parties present and will become a part of the record.

2. Remember that this is a formal proceeding and treat it as if you were present in the courtroom.
3. There are multiple participants in this proceeding. If you are not speaking, mute yourself so we do not pick up background noise or unwanted audio feedback. Please take a moment to locate the mute button on your screen. Clicking the microphone will enable you to mute and unmute. If the Court mutes you, he/she will let you know that he/she will be doing so.
4. When you want to speak, unmute yourself and identify yourself by stating your last name. Identify yourself each time we change who is speaking, otherwise, the Court Reporter may have a difficult time determining who is speaking. If you have an objection, state the objection followed by your name or other identifying title. Wait until questions are completed before announcing an objection. The Court Reporter may interrupt from time to time to clarify who is speaking.
5. When you speak, please make sure that you speak slowly and clearly. Please do not speak over one another or interrupt one another.
6. The Court will admit witnesses into the virtual Courtroom from the Waiting Room one at a time as they are called to testify. Do not communicate with the witness through any format during the proceeding. Witnesses may not possess, hold or consult any notes or paperwork in their hands or otherwise while they are testifying, unless permission is granted by the Court.
7. Verbal responses are essential in order for the Court Reporter to take down what the speaker said.
8. Video or audio recording of this proceeding by any party other than the court through any device or format is strictly prohibited. Failure to comply with this admonishment may result in the imposition of sanctions or a finding of contempt, or criminal charges.

Other considerations during proceedings:

- Before concluding, the Judge/host should reaffirm that the participants were present for the entire virtual proceeding and that they were able to hear the entire proceeding.
- In criminal proceedings, the Defendant has a constitutional right to be present in court at every stage in the proceedings. The Judge should make a record at the beginning of the proceeding and inquire whether the Defendant is aware of his/her right to be physically present in court and whether he/she is waiving that right.

- Best practice would be to terminate the hearing if the Defendant waives his/her right to be physically present in court but changes his/her mind during the proceeding.
- Victims in Illinois have both a statutory and constitutional right to be present in court. The Judge should likewise admonish any victims regarding this right and the Judge should obtain the waiver of that right on the record.

## **Public and Press Access**

Daily dockets will be posted in each courthouse lobby, which are open to the public. Dockets are also available on-line through the respective Circuit Clerk offices. Matters that are not being conducted in person will be designated as such (i.e. conference call). Members of the press who wish to observe virtual proceedings must contact the Media Coordinator for the Eleventh Judicial Circuit. The Media Coordinator will provide credentialed members of the press with Zoom meeting information.

Victims who wish to be present during a virtual proceeding are directed to communicate their desire to be present to the State's Attorney's Office.

Other members of the public who wish to be present shall communicate their desire to be present to the presiding judge's office within forty-eight hours of the scheduled hearing. It will be within the discretion of the assigned judge to arrange for access.

Court hearings will not be available on commercial streaming platforms such as YouTube or Facebook at this time.

## **Exhibits**

There is not presently a uniform practice relating to the handling of exhibits during remote hearings in the Eleventh Judicial Circuit. In some counties, a deputy circuit clerk will be present either by video or in the courtroom with the judge and will be responsible for the exhibits. In other counties, the judge will be responsible for the exhibits. Any reference to the deputy circuit clerk in this section applies only to those counties where a deputy clerk is responsible for the exhibits.

Parties shall send all exhibits, including documents, photographs, and videos, to the Judge, opposing counsel, and if directed, the Deputy Circuit Clerk, in the manner directed by the court in advance of the hearing. Parties may submit unanticipated rebuttal evidence or impeachment during the hearing through the Share Screen feature. All exhibits should be numbered and labeled accordingly and include an exhibit list



describing each item, along with columns that can help all parties identify whether a particular item was admitted into evidence. At the request of either side, or in the event of a technological malfunction, the Deputy Circuit Clerk or Judge can display the requested exhibit on the party's behalf through the Share Screen feature.

Tangible exhibits will require the proponent to be present in court. If that is not possible, stipulations and photographs may be useful substitutes by agreement. The parties may also agree to deliver tangible exhibits to the Deputy Circuit Clerk for preservation of the record. In appropriate circumstances, the Judge may require counsel to file an image of the physical item with the Deputy Circuit Clerk in lieu of the original item. Parties may show tangible exhibits on video to or by a witness through Share Screen and should be viewable by everyone present in the virtual courtroom. Agreements regarding tangible evidence must be discussed in advance of the virtual proceeding.

Exhibits can be shown to witnesses by use of Share Screen on Zoom. Share Screen can be used to lay foundation, refresh recollection, and authenticate signatures. The Court should not allow an exhibit to be shown on Share Screen without permission. The Court can disable screen sharing and then only enable it after the participant receives permission to show the exhibit. This also ensures no one improperly or accidentally uses exhibits.

For impeachment or rebuttal exhibits, the exhibit can be emailed to the appropriate participant or viewed in the Share Screen feature in Zoom. After the hearing, impeachment and rebuttal exhibits shall be filed as directed by the court.

The Chat feature can be used between parties and their attorneys. Attorneys and their clients may message one another privately using the Chat feature. The Court should remind a witness before he/she begins testifying that they may not communicate with their lawyer using the private Chat feature while they are testifying. The Judge shall admonish the parties that they cannot communicate with any other witness before, during or after the witnesses' testimony. The Judge shall further admonish witnesses that they are not allowed to possess, hold or consult notes or paperwork in their hands or otherwise while testifying, unless permission is granted by the Court. Witnesses should look into the camera while testifying. Chat messages between parties should not be recorded as part of the Zoom meeting. A Judge/host should "uncheck" the box to save chat messages under Settings/Recordings.

Once the Court has ruled on an exhibit, the Deputy Circuit Clerk will mark the exhibit list accordingly. The Judge will email, or otherwise transmit rebuttal or impeachment exhibits that were not previously included by email to the Deputy Circuit Clerk who shall record the exhibit as part of the record.

For best practice, it should be noted that although the Chat feature does have upload capabilities, the uploaded items are only accessible by those on a computer, not by those using Zoom on an iPad or smartphone. Therefore, Share Screen is recommended over Chat for purposes of sharing exhibits during a hearing or trial.

## **Breakout Rooms**

The Judge is able to move participants to separate Breakout Rooms for privacy when appropriate. The Judge can create Breakout Rooms during the hearing or assign Breakout Rooms in advance of the hearing when scheduling the meeting. The Judge can create one or multiple Breakout Rooms. The Judge/host can message the separate participants and can also be part of a breakout session. Interpreters should be included in the Breakout Room when appropriate. Otherwise, the Breakout Room is not recorded. The Judge should remind participants to hit “return to main session” to exit the Breakout Room. Do not use “leave meeting.”

## **Waiting Room**

The Judge/host has the ability to create and manage Waiting Rooms. The Judge/host can utilize a Waiting Room to keep people out of the virtual courtroom until their case is called. The Judge can return participants to the Waiting Room even after the Judge has admitted them. During a hearing or trial, the Judge can use the Waiting Room to exclude witnesses during testimony. Only the Judge/host is able to place people in and out of the Waiting Rooms. It is important that the Judge/host be mindful of the Waiting Room for participants who arrive late or of the participants the Judge/host has placed in the Waiting Room. While in a Waiting Room, a person is unable to see or hear anyone else involved in the proceedings.

## **Drafting and Signing of Orders**

Judges may sign orders either through the electronic filing system or by having the attorneys or parties submit orders via email to the judge. Counsel should not carbon copy their clients on emails sent to the judge. Orders entered through the electronic filing system do not need to be printed and will automatically appear in the court file. Orders submitted to the judge via email will require the Judge to submit them to the Circuit Clerk.

## **Interpreters**

The attorneys or parties should provide as much advance notice as possible on the need for an interpreter. The Judge/host of the Zoom Court proceeding has the ability to enable language interpretation to designate a participant(s) as the interpreter(s) in the proceeding. When the proceeding begins, the Judge/host can start the interpretation feature which will give the interpreter(s) access to their own audio channel(s). Participants can select an audio channel to hear their language of choice. Participants will hear the translated audio and can choose if they want to hear the original audio at a lower volume.

The Judge/host should ensure that the language interpreter has identified himself/herself for the record and that the record includes for whom the interpreter is present. The Judge/host should also administer the oath to the interpreter at the start of the proceeding.

## **Court Reporter**

Only a Court Reporter can prepare an official record of a virtual court proceeding. A Court Reporter can attend the proceeding as a Zoom participant and must be invited by the Judge/host. Pursuant to Illinois Supreme Court Rule 46(a), the record of court proceedings may be taken by stenographic means or by an electronic recording system, including video conferencing services, approved by the Supreme Court. Any recording by a party or other person of a remote Court proceeding without the permission of the Court is not allowed. Chat messages between parties should not be recorded as part of the Zoom meeting. A Judge/host should “uncheck” the box to save chat messages under Settings/Recordings.

Upon request, the judge/host can record the hearing. If such a recording is made, the judge/host should advise the participants at the beginning of the proceeding that the recording is being made. The judge/host will be given an option to record on the computer being utilized by the judge/host or to record in the cloud. If the recording is in the cloud, the judge/host will subsequently receive an email with the recording. The email or file with the recording may be forwarded to an official court reporter for transcription if requested. An admonishment regarding the use of recording devices has been included above, but best practice would be to remind witnesses and parties throughout the hearing that recording the proceeding is strictly prohibited.

A Judge/host should keep the following guidelines in mind to assist the Court Reporter and help ensure a good record:

- Use of the Gallery View setting on Zoom so that the Judge/host and the Court Reporter can see all of the participants and more clearly know who is speaking.

- A Judge/host should make sure to unmute a participant's microphone when that participant is ready to speak; then mute the microphone when finished speaking.
- If a participant has his/her telephone number listed as their profile, change the profile to the participant's name and their role in the pending litigation, i.e. Plaintiff John Doe. Do not allow participants to display their telephone numbers as their profiles.
- Ask the participants to state and spell their first and last names for the record at the beginning of the proceeding. Ask the participant to reintroduce himself or herself by restating their title or their first and last name each time they speak.
- A participant should face the camera when speaking.
- Make sure that a participant waits until another speaker is finished before beginning to speak; one-at-a time is even more critical in a remote video setting.
- Remind participants to speak slowly.
- The Court Reporter has the same ability to interrupt and clarify if needed as if all participants were physically present in a courtroom.

## **Status Calls**

A Judge/host may conduct status calls via Zoom. An invitation will be sent to the participants in advance by notice from the judge/host as outlined in the Notice to Parties section. The invitation will have the meeting code and password. Any participant not able to access Zoom shall be allowed to participate by telephone. Status calls may involve lawyers only if the Judge waives the presence of the litigant(s). The Judge/host should follow the procedures regarding profile names on Zoom to ensure that no one's telephone is disseminated to the public. Status calls would proceed in the same manner as if the parties were physically present in court. The Judge/host may have other status matters in the Waiting Room and should decide whether to set status matters in increments of time, i.e. groups in half hour increments. It is within the Judge/host's discretion as to how to move the cases from the waiting room into the virtual courtroom. The Judge/host may choose to have the Deputy Circuit Clerk or other judicial staff as a co-host to assist with bringing cases into the courtroom from the Waiting Room. During the proceeding, the Judge/host should be mindful of whether participants are able to hear

the entire proceeding. Orders regarding the status cases will be entered as provided above in the Drafting and Signing Orders section.

## **Pleas/Judgments/Orders**

In advance of the Court proceedings, attorneys must obtain all signatures required and prepare all necessary paperwork. If the defendant is not in custody, the judge should verify his/her identity. Attorneys should number all pages and should also have the parties initial each page. The responsible attorney will then email all documents to the Judge or electronically file them for placement in the judge's electronic inbox. Once entered by the Court, the documents will be filed by the Deputy Circuit Clerk. The Judge should only enter pleas or judgments with participants that have video capabilities to be able to see the documents referenced by the Judge. For hearings normally requiring a court reporter, a Court Reporter must be present either in person or by Zoom for entry of the orders or judgment.

The Judge/host would conduct the hearing as outlined above, utilizing Share Screen or otherwise showing the party the document and affirm all initials and signatures. The Judge/host would give admonishments as if in the physical courtroom and should proceed only after the participant acknowledges the proper waivers on the record. If a Court Reporter is not present at the virtual proceeding, the Judge/host should make a record on the docket or by separate order following the proceedings to indicate all who were present, including the name of the interpreter, as well as the start time and end time of the proceeding. The order prepared by the Judge/host should also confirm that the proceedings were open to the public.

The plea hearings should be conducted in open court. If the hearing is not in open court, it is within the Judge's discretion as to how interested members of the public may observe the proceeding. The judge/host should mute anyone from the public that joins in the Zoom hearing. The judge/host should expect the same level of conduct from members of the public in a Zoom hearing as in a live hearing in the courtroom.

Attorneys and litigants are directed to utilize forms approved by the Illinois Supreme Court, the 11th Judicial Circuit or the presiding judge. Forms must be legible; first generation forms are preferred as opposed to reproductions or other copies. It is within the presiding judge's discretion to accept or reject any submitted form.

The Judge should enter all orders as provided in the above Drafting and Signing Orders section. All orders and other documents should be provided to the Circuit Clerk. If the defendant is placed on a continuing order, the judge should direct the defendant to contact court services by telephone as soon after the hearing as possible. The Circuit

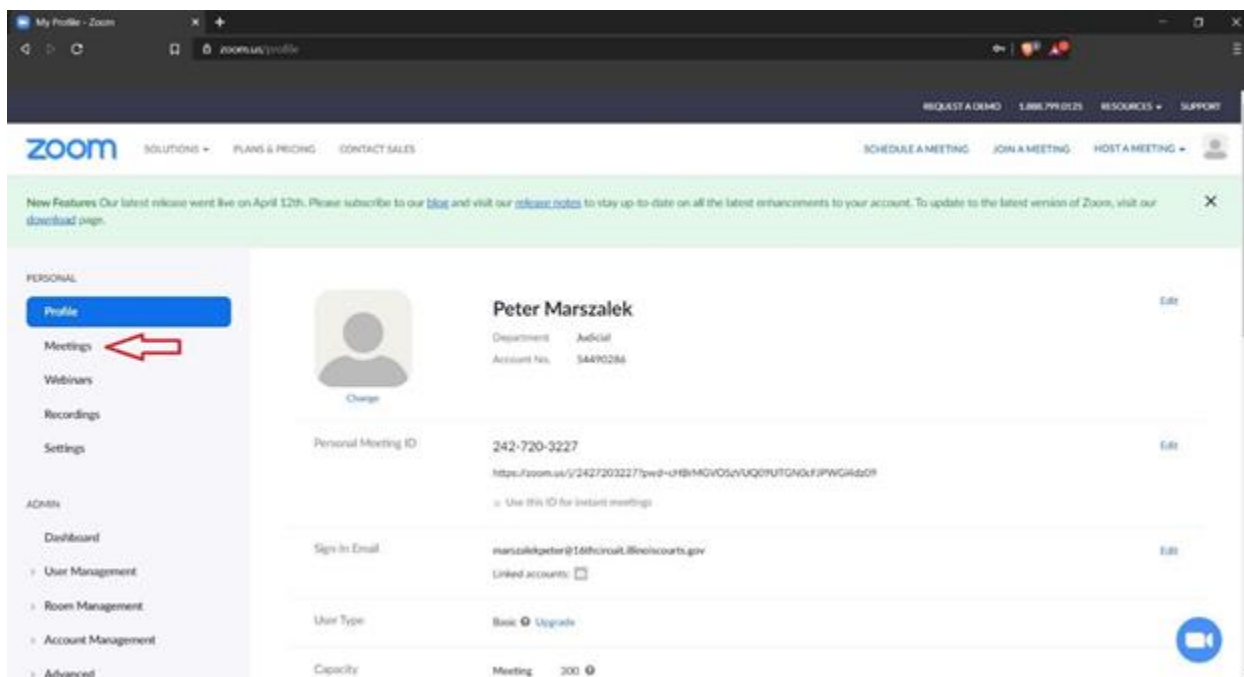
Clerk shall provide a copy of all orders to the defendant and file a certificate of service. If the defendant has an email address, the Circuit Clerk may forward all orders to the defendant via email. If email is utilized, the judge should make a record of the email and the defendant's agreement to receiving copies of the orders via email.

## Concluding a Zoom Proceeding

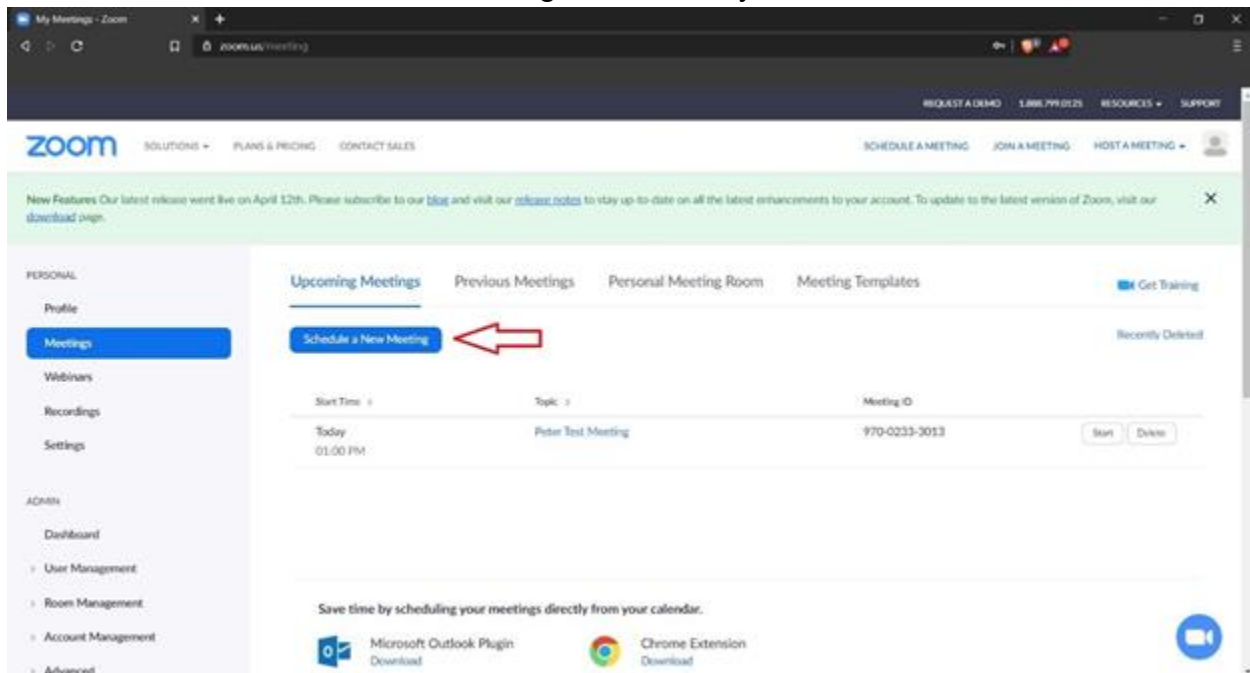
At the end of the Zoom proceeding, the Judge/host should conclude the matter in the same manner as if physically in court. The Judge/host should then end the Zoom proceeding by clicking on "End Meeting." The Judge/host should be careful to not click "Leave Meeting," as this would allow the Zoom proceeding to continue without the Judge's presence.

## Scheduling a Meeting/Sending Out Invitations

1. Open a browser (Internet Explorer, Chrome, Firefox...) and sign in to the Zoom Web Portal at [Zoom.us](https://zoom.us). Click on "Meetings" as shown below by the red arrow.



2. Click on “Schedule a New Meeting” as shown by the red arrow below.



3. In the screen that follows, enter meeting information including: topic (caption of the case and case number), time and date for the meeting, duration (estimate – meetings can last up to 24 hours), and time zone.

Schedule a Meeting

Topic:

Description (Optional):

---

When:

Duration:  hr  min

Your Zoom Basic plan has a 40-minute time limit on meetings with 3 or more participants. Upgrade now to enjoy unlimited group meetings. [CONTACT CHUCKY LARLEY](#)  
☐ Do not show this message again

Time Zone:

☐ Recurring meeting

---

Meeting ID: ☒ Generate Automatically ☐ Personal Meeting ID 242-720-3227

---

Meeting Password: ☒ Require meeting password

---

Video:

Host: ☒ on ☐ off

Participant: ☒ on ☐ off

---

Audio: ☐ Telephone ☐ Computer Audio ☒ Both

Call from United States of America [Edit](#)

---

Meeting Options:

☐ Enable join before host

☒ Mute participants upon entry

☐ Enable waiting room

☐ Only authenticated users can join

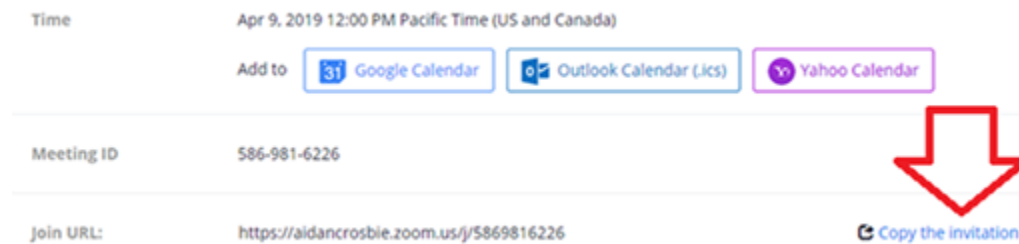
☐ Breakout Rooms pre-assign

---

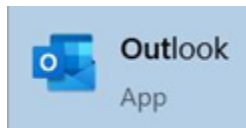
- Leave "Meeting ID" set to "Generate Automatically".
- Choose if you would like your camera to be on at the start of the meeting or off with the "Host Video" option. Leave "Participant Video" set to "On".
- Choose "Both" for Audio.
- Enable "Mute participants upon entry".
- Click "Save" to finalize the meeting.



4. Locate “Copy the invitation” on the right hand side of the screen, shown below with a red arrow. Click on this. Click on “Copy Meeting Invitation” in the window that pops up.

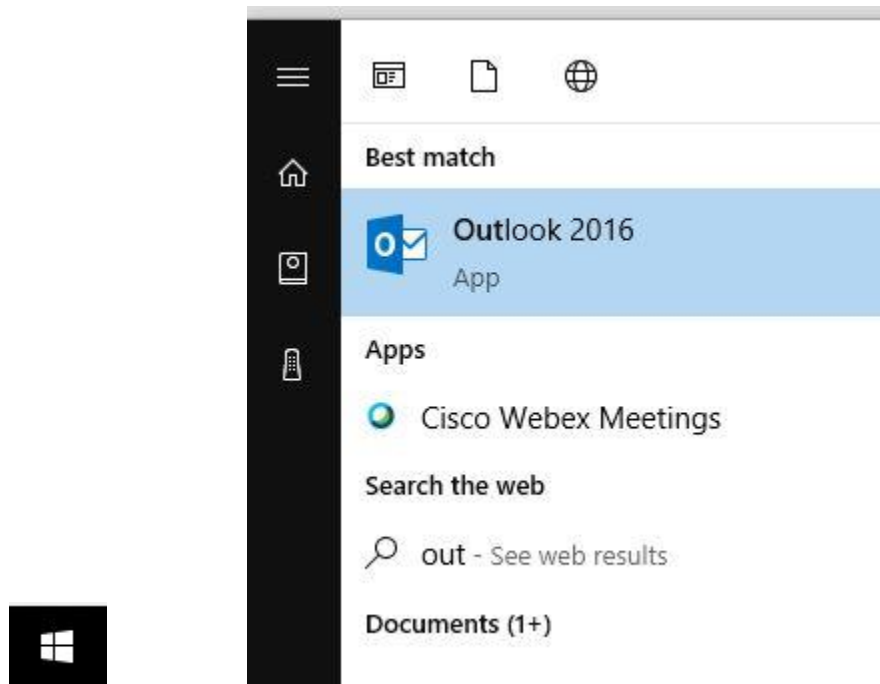


5. Open the program “Outlook” on your laptop. Create a new email when the program is open, and right click in the body of the email, and click on “Paste” in the pop up menu that appears. Enter email addresses for those who need to be invited to the meeting in the “To” portion of the new email. Add a subject, and send when all recipients have been selected.



## Scheduling a Meeting using Microsoft Outlook

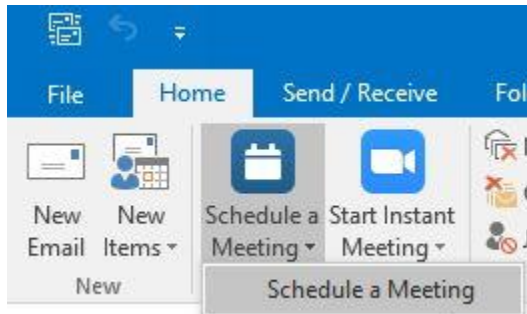
1. Open Microsoft Outlook. If you do not see an icon on your desktop for this program, click on the Windows button in the lower left hand corner of your screen and start typing “Outlook.” Click on the icon for Outlook when it appears.



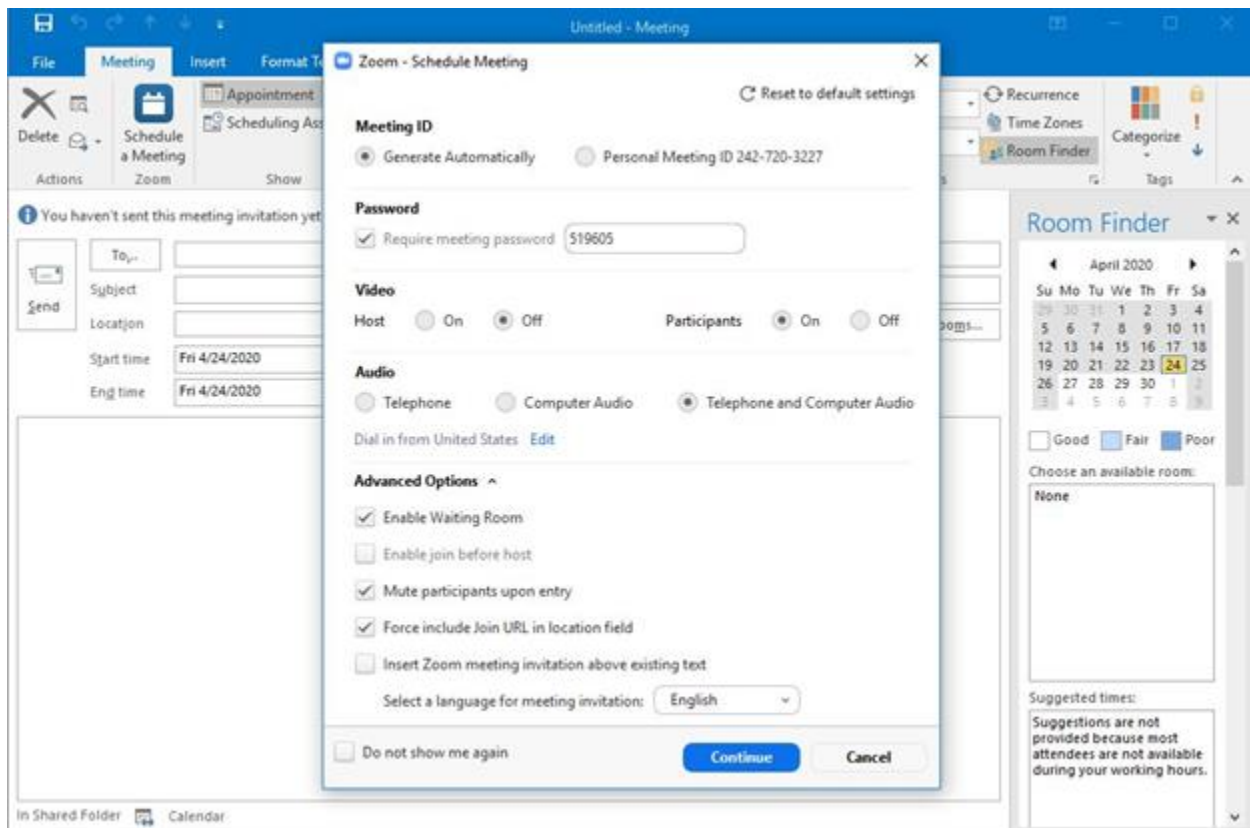
2. After Outlook opens, you should be looking at your email inbox. If you do not see your email inbox, locate the small envelope icon (depending on how you have Outlook configured, may be in lower left hand corner of the screen), circled in red below, and click on it.



3. In the upper left hand corner of your Outlook window, you should see two new icons: Schedule a Meeting and Start Instant Meeting. Click on “Schedule a Meeting,” and then click on “Schedule a Meeting” in the small pop up window that appears.



4. Several new windows will appear. If the Zoom Desktop software starts, minimize it so that you can see the Zoom Schedule Meeting window and Untitled Meeting window, as shown below (Zoom Schedule Meeting window shown with Advanced Options displayed).



Check the settings and modify if desired. Settings shown above are recommended for most uses. Click the blue “Continue” button to proceed.

5. Now you can fill out additional meeting information – enter the email addresses of the meeting participants in the “To” field, indicated with a red arrow below. Select the date of the meeting by clicking on the calendar icon, indicated by the blue arrow below. Select the meeting start time by clicking on the small down arrow to the right of the date information, indicated by a green arrow below. Repeat the date and time selection steps for meeting end time.

The screenshot shows the Microsoft Outlook interface with the 'Meeting' tab selected. The ribbon includes options like 'Delete', 'Forward', 'Cancel', 'Change Settings', 'Appointment', 'Scheduling Assistant', 'Skype Meeting', 'Meeting Notes', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Reminder', 'Recurrence', 'Time Zones', 'Room Finder', 'Categorize', 'High Importance', 'Low Importance', 'Office Add-ins', and 'Add-ins'. Below the ribbon, a message box indicates 'You haven't sent this meeting invitation yet.' The 'To:' field is empty, with a red arrow pointing to it. The 'Subject' field contains 'Peter Marszałek's Zoom Meeting'. The 'Location' field contains a Zoom URL. The 'Start time' field shows 'Fri 4/24/2020' with a calendar icon (blue arrow) and a time dropdown set to '4:30 PM' (green arrow). The 'End time' field shows 'Fri 4/24/2020' with a time dropdown set to '5:00 PM' (green arrow). The main content area displays a Zoom meeting invitation from Peter Marszałek, including a 'Join Zoom Meeting' link, phone numbers, and meeting details.

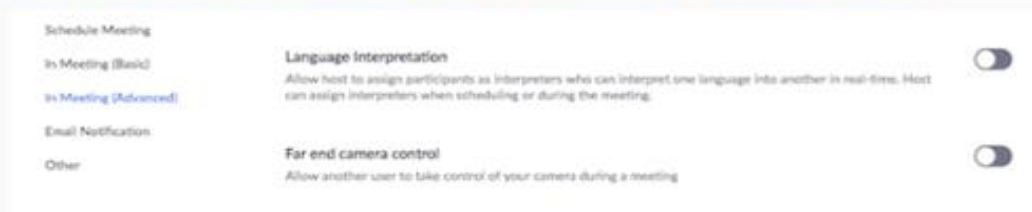
Click on “Send” when you are finished. The meeting information and Outlook calendar entry will be sent to all listed participants, and will be placed in your own Outlook calendar as well.

# Language interpretation setup

## Instructions

### Language interpretation setup

1. Sign in to the [Zoom web portal](#) and click **Settings**.
2. Enable **Language Interpretation** under the **In Meeting (Advanced)** heading.



The screenshot shows the 'In Meeting (Advanced)' settings in Zoom. On the left is a sidebar with links: 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)' (highlighted), 'Email Notification', and 'Other'. The main area has two settings: 'Language Interpretation' with a description 'Allow host to assign participants as interpreters who can interpret one language into another in real-time. Host can assign interpreters when scheduling or during the meeting.' and a toggle switch that is turned on. Below it is 'Far end camera control' with a description 'Allow another user to take control of your camera during a meeting' and a toggle switch that is turned off.

3. Navigate to **Meetings** and click **Schedule a New Meeting**.
4. Click **Generate Automatically** next to **Meeting ID**. This setting is required for language interpretation.
5. Check the box to **Enable Language Interpretation** for the meeting.



The screenshot shows the 'Interpretation' section in the Zoom meeting settings. It features a checkbox labeled 'Enable language interpretation' which is checked. Below this is a list of interpreters. The first entry shows an email address 'john@company.com' in a text box, followed by a dropdown menu set to 'English', a plus/minus icon, another dropdown menu set to 'Language', and an 'X' icon to remove the entry. At the bottom is a '+ Add Interpreter' button.

6. Input the information for your interpreter. The languages you select for an interpreter will create audio channels for those languages in your meeting. All of these channels do not have to be used in the meeting.
7. Click **Add Interpreter** if you need to include more. Click the **X** icon to remove an interpreter.
8. Click **Save** when you are finished.

**Note:** This process is similar to enabling language interpretation for webinars. Navigate to **Webinars** and click **Schedule a Webinar**, then follow steps 4-7.

## Starting language interpretation in a meeting

1. Once your meeting has started, click **Interpretation**.




2. You can add or remove Interpreters from this menu, if necessary. Click **Start** to begin the interpretation sessions.

●


Language Interpretation

Interpreter 1

×

 English ▼

↔

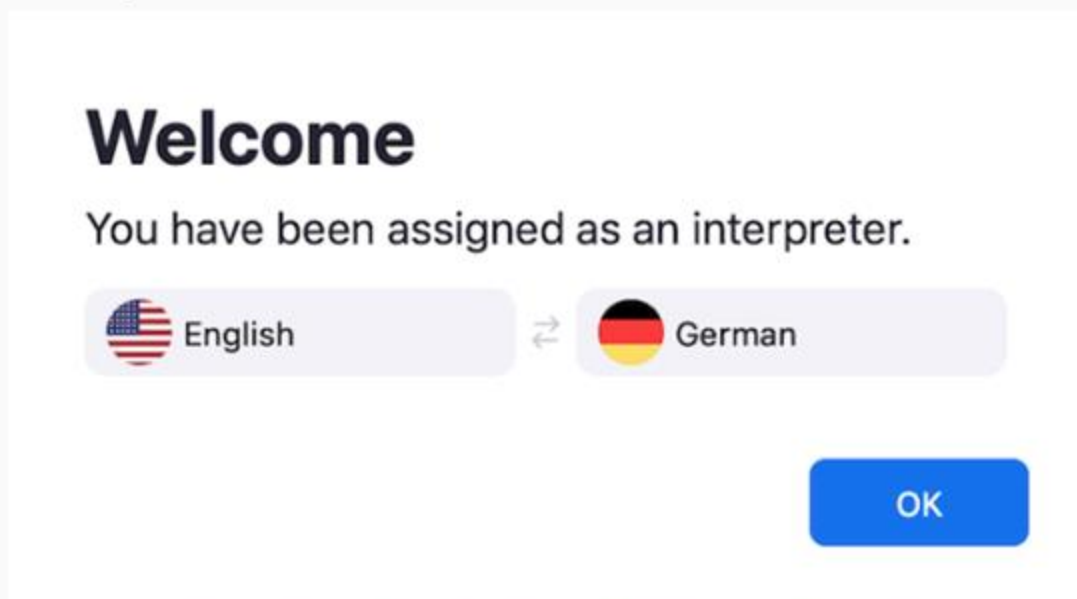
 Russian ▼

+ Add Interpreter

Start

3. After the host clicks **Start**, the interpreters will receive a message that they have been assigned.

3. After the host clicks **Start**, the interpreters will receive a message that they have been assigned.



4. Interpreters and attendees will now be able to click **Interpretation** in the meeting options and select a language channel.



5. An interpreter in the channel will hear the original meeting audio which they can translate. Participants in a language channel will hear the translated audio and also the original audio at a lower volume.
6. To end the interpretation session(s), the host will need to click **Interpretation** in the meeting options, then click **Manage Language Interpretation**.



7. Once the menu appears, the host can click **End** to stop the sessions.


●

Language Interpretation

Interpreter 1


×

molly.

 English

▼

↔

 Russian

▼

Update

+ Add Interpreter

End



8. The host can also click **Manage Language Interpretation** to make changes to the interpreter settings during a session.

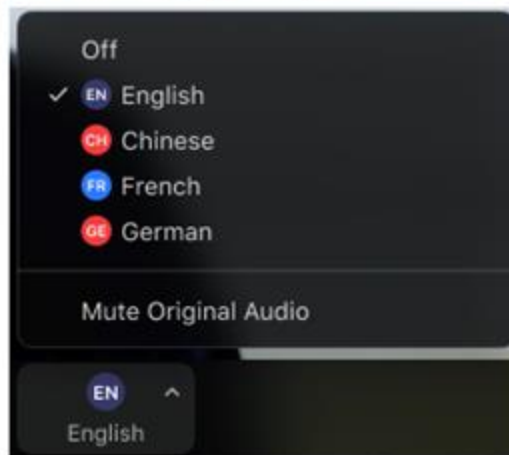
## Listening to language interpretation

 **Windows** |  **macOS**

1. In your meeting/webinar controls, click **Interpretation**.



2. Click the language that you would like to hear.



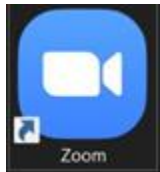
3. (Optional) To only hear the interpreted language, click **Mute Original Audio**.

 **Android** |  **iOS**

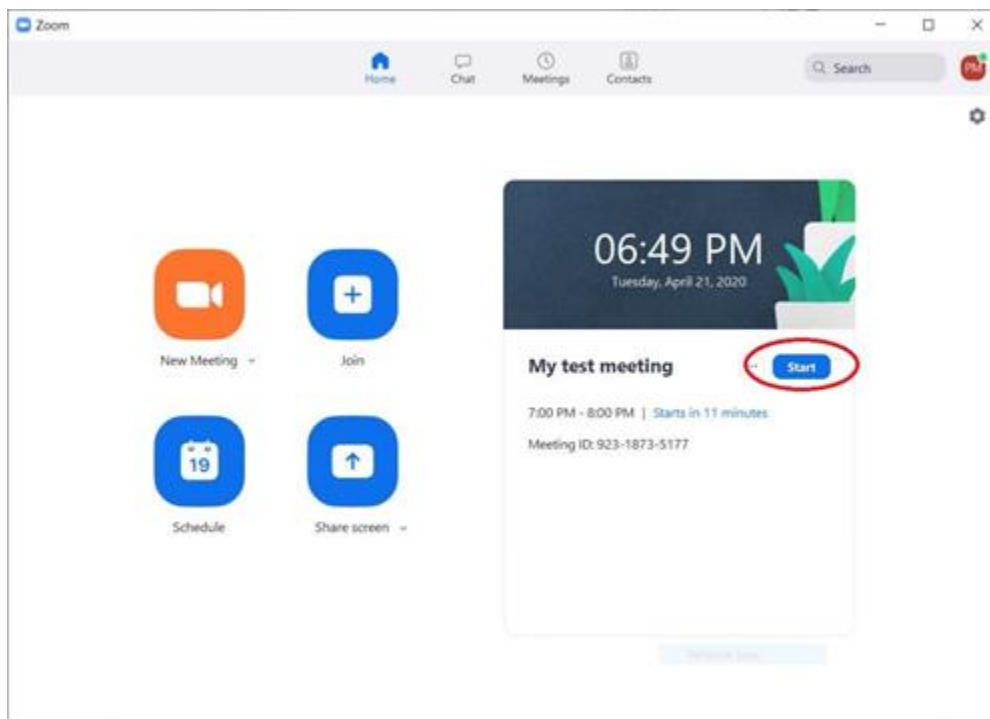
# Running a Meeting/Hearing

To run a Zoom meeting or hearing, first power on your laptop and log in. Ensure it has a connection to the internet (wifi or otherwise) before continuing.

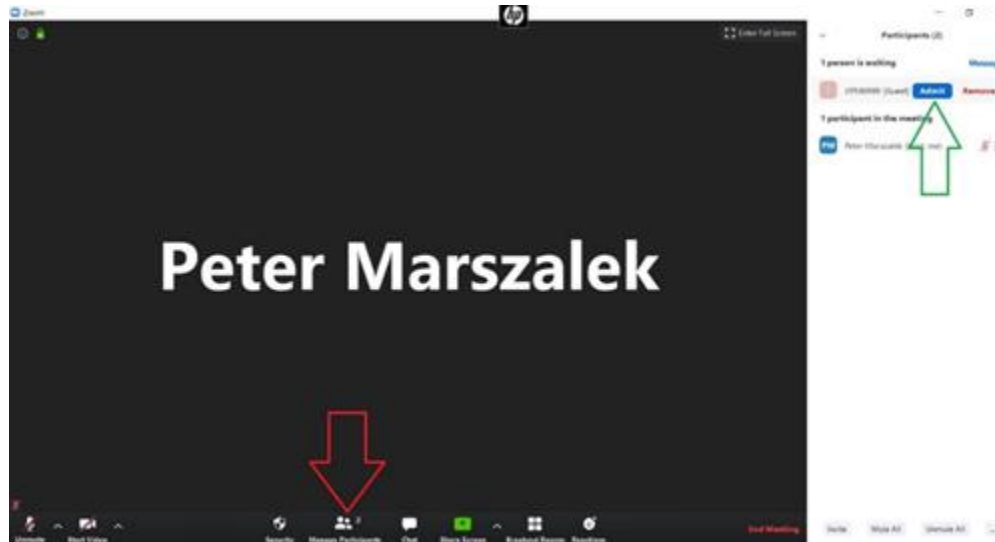
1. Locate the Zoom icon on the desktop of your laptop and double click to open. Sign in using your work email Zoom account and password.



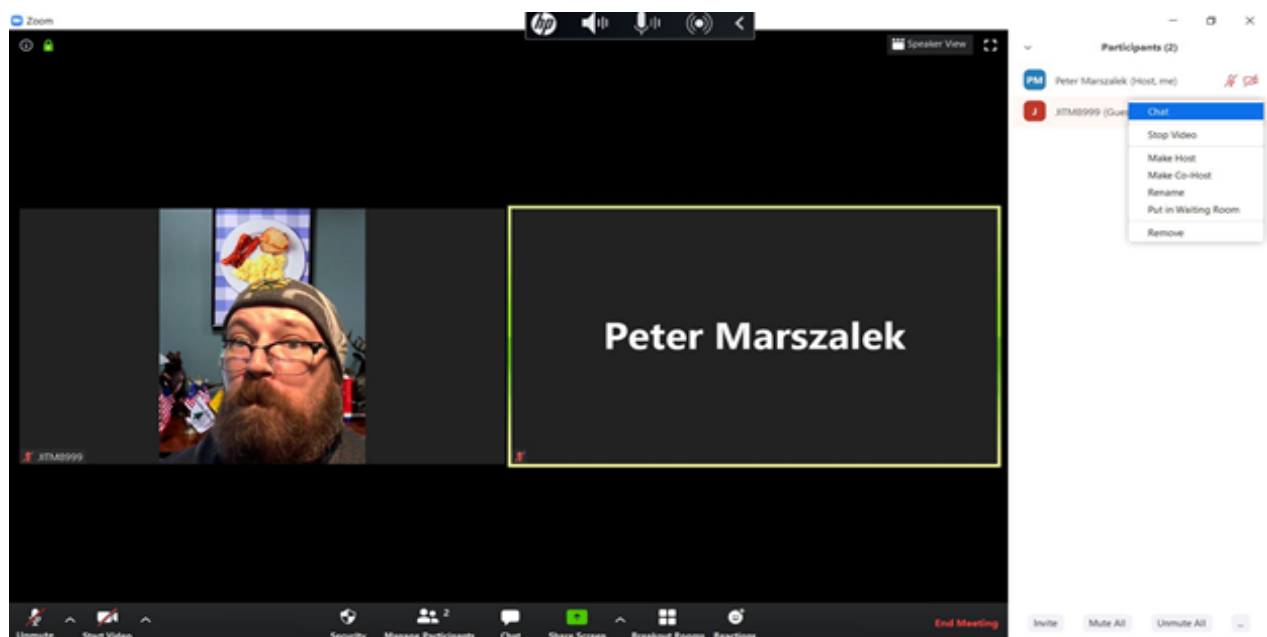
2. Under the current time in the Zoom window, locate the scheduled meeting you are running. Click the "Start" button next to the meeting you are hosting to begin.



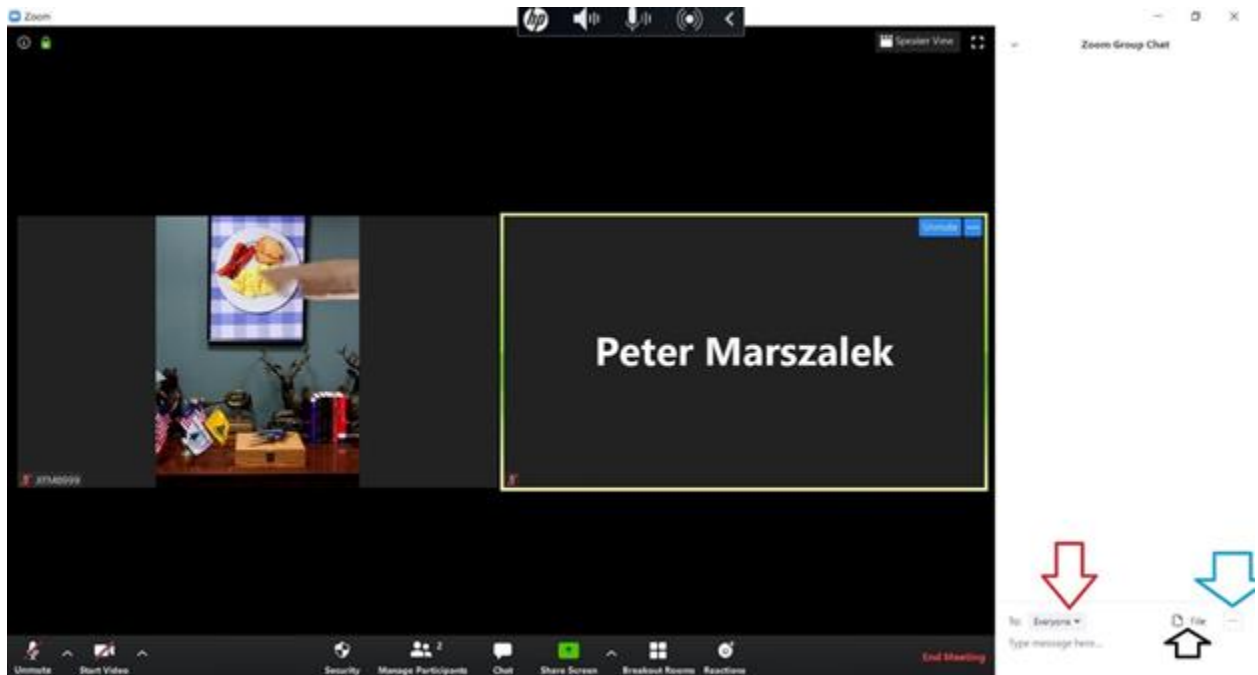
3. A new window will open – you are now in the meeting / hearing. Click on “Manage Participants” as indicated below with a red arrow. As meeting participants join, they need to be admitted into the meeting / hearing. Click “Admit” as shown by the green arrow below to admit participants.



4. Unmute / mute participants by moving your cursor over their name and clicking on “Mute / Unmute.”
5. Hover your cursor over a participant’s name and click on “More” to see further options for handling participants.



6. Click on “Chat” at the bottom of the screen to open the Chat window. Here you can send text messages to all participants, or specific participants by clicking on the area of the screen indicated below by a red arrow. Click on the area labeled “File” to send a file to participants, indicated with the black arrow below. Click on the ellipsis (...) to open a pop up window showing controls with whom the participants can chat.



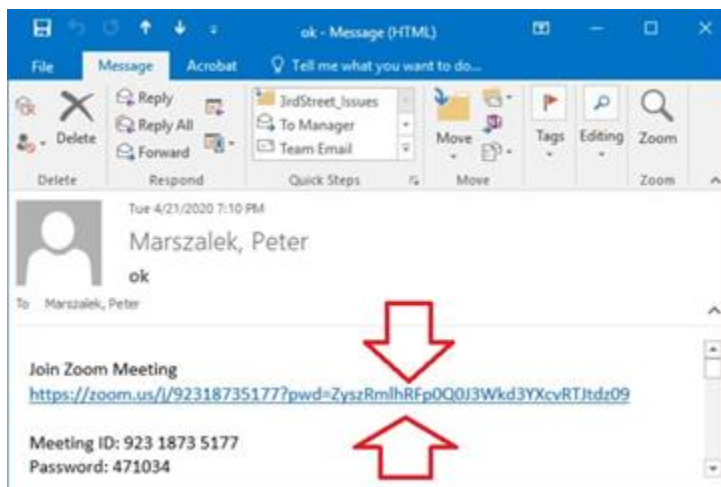
7. Click on “End Meeting” when the meeting / hearing has concluded. Select “End Meeting for All” to remove all participants from the meeting / hearing.

# Attending a Zoom Meeting/Hearing

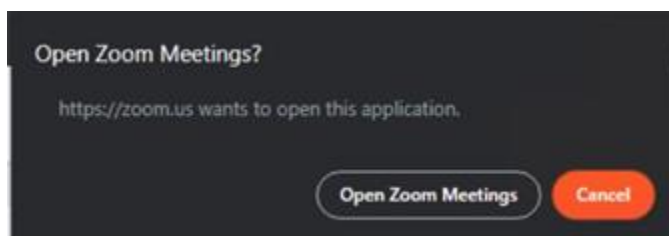
To attend a Zoom meeting/Hearing, first determine if you have an invitation sent to you via email, if you have only the meeting ID and password, or if you are calling in over the phone.

## Invitation via Email

1. Open Outlook on your laptop and locate the invitation email. Click on the link indicated below by red arrows.

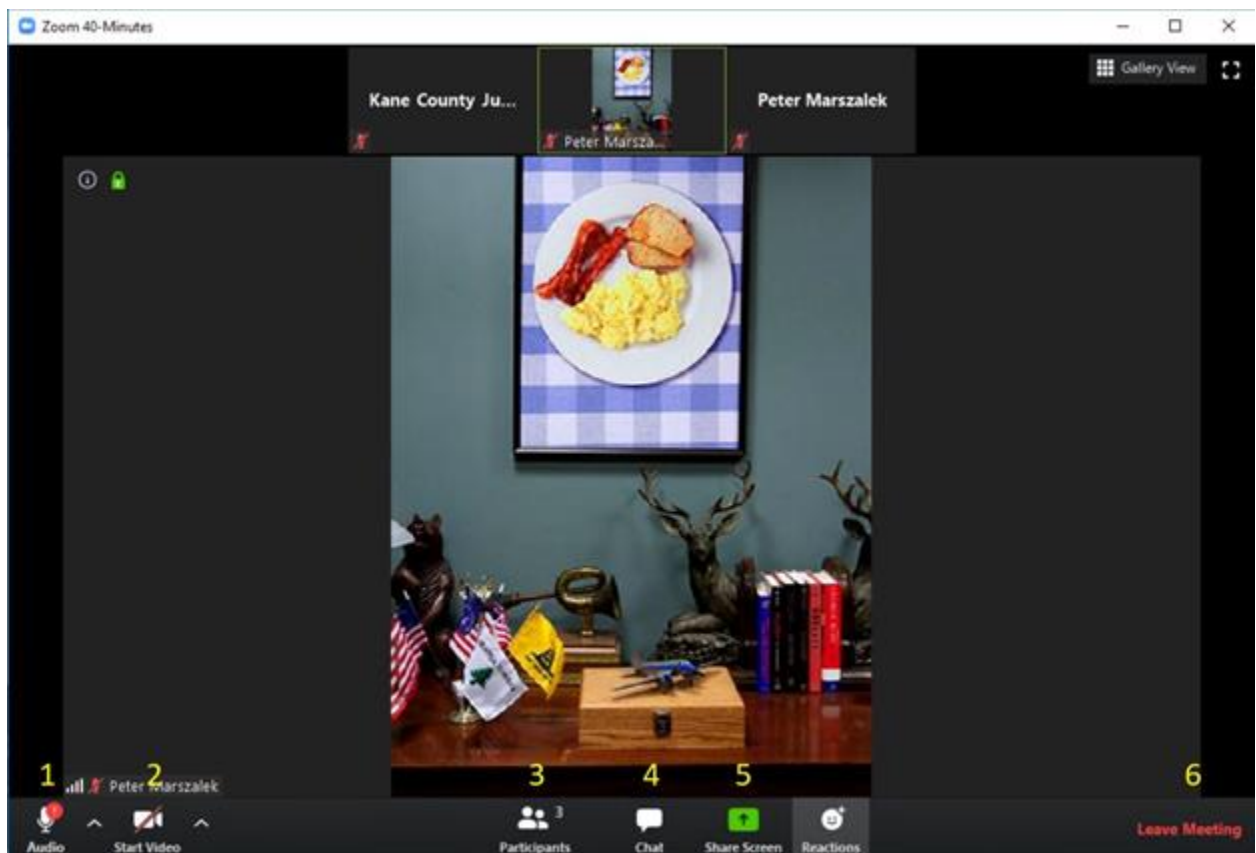


2. Your default browser will open, and a message asking to open the Zoom Desktop Application will appear (depending on your default browser, this message may look different or be worded differently) – click on “Open Zoom Meetings” or the message that allows Zoom to run / open.



3. The Zoom Desktop Client will now open. A window will appear showing your video preview. Click “Join with Video” to join the meeting with your video displayed automatically. Click “Join without Video” to join the meeting with your video display showing nothing to start (this can be changed when in the meeting).

4. You are now joining the meeting. If the host has a Waiting Room enabled, you will have to wait until they manually admit you to the meeting. When you join, select “Join with Computer Audio” from the window that appears. You are now in the meeting.
5. Now that you are in the meeting, you have several controls at the bottom of the screen to use.

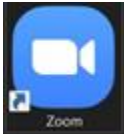


1. Audio: turn your microphone off and on.
2. Video: turn your video feed off and on.
3. Participants: see who is currently in the meeting.
4. Chat: click to open a new window where you can send messages to everyone or specific participants. You can also send files from this window.
5. Share Screen: share your screen, or specific files, with other participants.

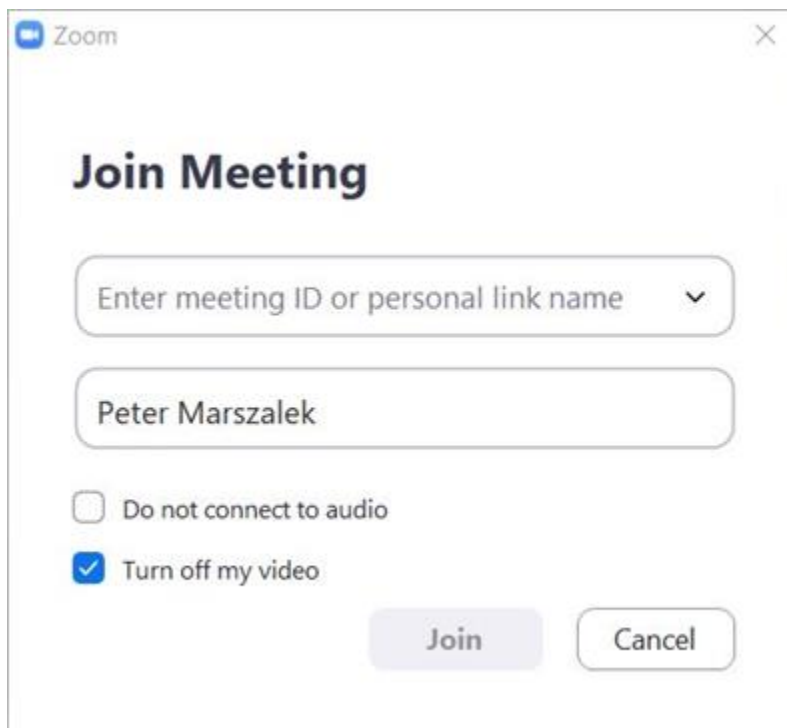
6. Leave Meeting: leave the meeting.

### Meeting ID and Password

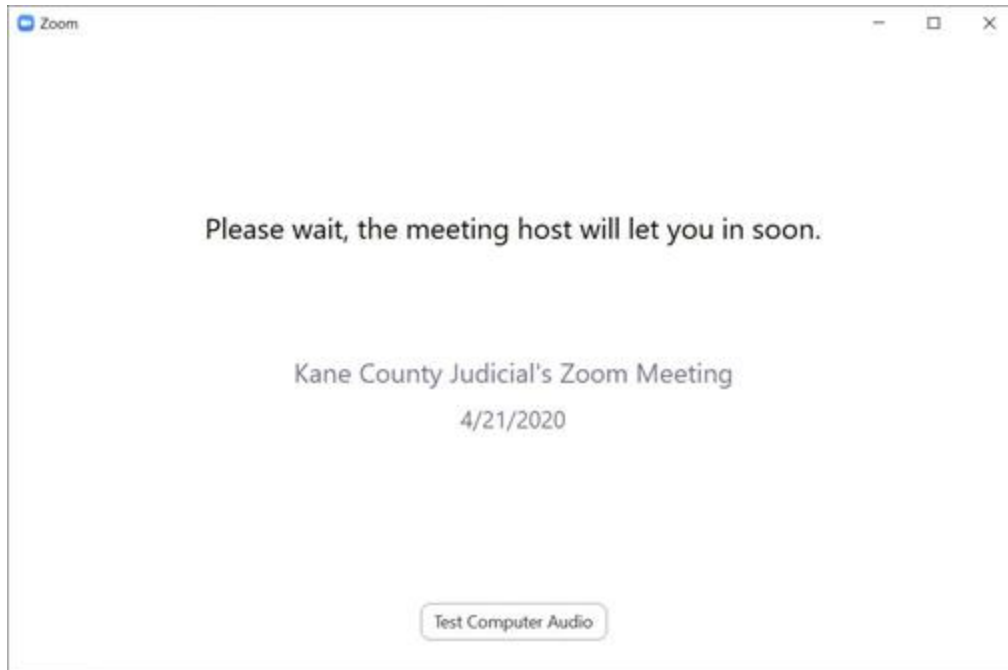
1. Double click the Zoom icon on the desktop of your laptop.



2. Click on the “Join” button on the main screen. A new window will pop up. Enter the meeting ID, and click “Join” when ready.

A screenshot of the Zoom "Join Meeting" window. The window has a title bar with the Zoom logo and a close button. The main heading is "Join Meeting". Below it is a text input field with the placeholder "Enter meeting ID or personal link name" and a dropdown arrow. Underneath is another text input field containing the name "Peter Marszalek". There are two checkboxes: "Do not connect to audio" (unchecked) and "Turn off my video" (checked). At the bottom right are two buttons: "Join" and "Cancel".

3. Enter the meeting password in the next window that appears. Click “Join Meeting” to proceed.
4. If the host is using a Waiting Room, the following widow will appear. If they are not, you will join the meeting.



## Join by Phone

1. Dial the call in number provided.
2. When prompted, enter the meeting ID provided by the meeting host, and press the pound key (#) to proceed.
3. If the host has not started the meeting, you will be prompted to hit the pound key (#) to wait.
4. If the meeting has started, you will be prompted to enter your participant ID – press the pound key (#) to proceed without entering a participant ID.
5. Next you will be asked for the meeting password. Enter this password, and press the pound key (#) to continue.
6. Finally, you will be asked to speak your name clearly. Say your name, and press the pound key (#) to finalize the recording.
7. You will now join the meeting.  
\*\*\*\*Press “\*6” on your phone to mute or unmute yourself.\*\*\*\*



**This page intentionally left blank**

## **APPENDIX**

**STATE OF ILLINOIS  
IN THE CIRCUIT COURT OF THE ELEVENTH JUDICIAL CIRCUIT  
COUNTY OF MCLEAN**

THE PEOPLE OF  
STATE OF ILLINOIS

vs.

\_\_\_\_\_  
Defendant

)  
)  
)  
)  
)  
)  
)

No. \_\_\_\_\_

**WAIVER OF RIGHT TO BE PHYSICALLY PRESENT IN COURT**

The undersigned hereby acknowledges the following:

1. I understand that I have a constitutional right to be present in a courtroom open to the public before I plead guilty to a criminal charge.
2. I have been given the opportunity to appear in person. However, I waive my right to be physically present in the courtroom and plead guilty to one or more of the charges in the above-mentioned case utilizing video- or teleconferencing technology.
3. I understand that I will not be physically present in the courtroom during the guilty plea proceeding. Instead, I will be physically located with my attorney at my attorney's office or otherwise at a separate location and communicate with the court and courtroom personnel via video- or teleconferencing technology.
4. I have consulted with my attorney, received my attorney's advice, and am choosing to not be physically present.
5. I understand I have the right to privately consult with my attorney at any time during the proceeding. If I want to talk to my attorney, I simply need to inform the judge.
6. I may terminate the proceeding for any reason at any time before the court accepts my plea of guilty.
7. I hereby state that no one has forced me to waive my right to be physically present in the courtroom. I am aware that if I so choose, my case will be continued to a later date at which time I would again be given the opportunity to appear in person; my waiver of my right to be physically present is made with that knowledge.
8. I hereby state that no one has promised me anything in exchange of my waiver of my right to be physically present in the courtroom.
9. I am waiving my right to be physically present freely and voluntarily.

\_\_\_\_\_  
Defendant

\_\_\_\_\_  
Date

STATE OF ILLINOIS, CIRCUIT COURT McLEAN COUNTY	<b><u>NOTICE OF REMOTE HEARING</u></b>	FOR COURT USE ONLY
_____ <b>Petitioner</b>		_____ <b>Case Number</b>
v. _____ <b>Respondent</b>		

This matter is set for a hearing on *initial appearance/Case management conference* on the \_\_\_\_ day of \_\_\_\_\_, 2020, by remote appearance.

The log-in det

<p style="text-align: center;"><b><u>To join the Zoom hearing by Video:</u></b></p> <p>Go to <a href="https://www.zoom.us/">https://www.zoom.us/</a></p> <p>Meeting ID:</p> <p>Password:</p> <p>To appear by video on Zoom, you will need to have an electronic device with an internet connection. You may use a smart phone, iPad/tablet, or webcam/built in camera with sound and video. You will also need to install the free zoom App before the conference begins.</p>	<p style="text-align: center;"><b><u>To join the Zoom hearing by Phone/Audio only:</u></b></p> <p>Dial by your location</p>    <p>Meeting ID:</p> <p>Password:</p>
<p style="text-align: center;"><b>Proof of Service</b></p> <p>The undersigned certifies that a true and correct copy of the foregoing instrument was mailed to the above-named persons at their address of record by placing the same in a U.S. Post Office Mail Box in Bloomington, Illinois, on _____, 2020 or via email as indicated as a service contact on your electronic filing.</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div data-bbox="191 1440 751 1638" style="border: 1px solid black; width: 35%; height: 100px;"></div> <div data-bbox="813 1440 1385 1638" style="border: 1px solid black; width: 35%; height: 100px;"></div> </div> <p style="margin-top: 20px;">DATED: _____</p>	