

INSTRUCTIONS ON HOW TO APPEAR REMOTELY FOR YOUR COURT APPEARANCE

HOW TO APPEAR FOR YOUR HEARING REMOTELY (without coming to Court)—PLEASE READ CAREFULLY

In light of the coronavirus pandemic, the following procedures have been put into place requiring you to appear remotely for your McLean County court case. This is the Small Claims (“SC”), Law Magistrate (“LM”) and Arbitration (“AR”) docket. Please make sure your case falls into one of those categories. You can only join the hearing on the date and time specified in the Notice of Hearing or Summons for your case. The Court will be using the Zoom video-conferencing platform for these court proceedings.

IMPORTANT: This procedure is only for the morning cases of Judges Fellheimer and Black. Afternoon cases will only be set for a Zoom hearing upon request of the parties or Order of the Court. **Regardless, all trials will be conducted in person, not remotely, so parties must appear at the courthouse for all trials (not by Zoom).**

*Counsel in cases where only one party is represented by an attorney must forward this information to the unrepresented party to ensure all parties are aware of the procedure. The court will include this information with all notices for re-scheduled cases and parties must per procedures include it as an attachment to a summons to be served upon the defendant.

*If an attorney or party is not accustomed to using the Zoom platform, then he or she should sign up for a free Zoom account and practice using the app before joining a court hearing. This can be found at <https://zoom.us>. You must ensure that your “screen name” is the same as how you are named in the court case to avoid extended wait times.

*Attorneys and parties should “appear” in the Zoom meeting/hearing’s waiting room approximately five minutes before the scheduled hearing time. The Court will admit you to the “hearing” room once both sides are present for a case. (Alternatively, depending on the number of people attending court via Zoom, the Court may admit everyone into the hearing room with the understanding that the judge will recognize and unmute attorneys/parties when he is ready to call certain cases). **Please be patient when you are joining as other cases in the hearing room may be on-going.**

*There will not be an opportunity for negotiations during the hearing, so if parties want to negotiate, they will need to leave the meeting and rejoin thereafter. It is the party’s responsibility to ensure they obtain a future court date before leaving a meeting. ***Additionally, both sides are strongly encouraged to communicate with each other in advance of the hearing to avoid additional delays during the hearing and possibly eliminate the need for a hearing. If you have resolved your case prior to the hearing and have confirmation of that from the other side, you do not need to appear for your hearing.***

*Please also position yourselves so that your video camera can rest in a stationary position and not be moving around. All participants should ensure that they are visible in the camera when appearing for their hearings. Please limit background noise.

*Attorneys are welcome to share this invitation with their clients. Represented parties are welcome to attend the hearings with their attorneys if they wish, but represented parties should not address the Court unless permitted to do so. The attorneys will speak for their clients.

*Once admitted to the virtual hearing room, unrepresented parties (litigants who do not have attorneys) will be recognized and unmuted by the Court at the time the judge is ready to call their case.

*You must dress in an appropriate manner as if you were appearing in-person in court. Attorneys may dress in business casual attire. The use of virtual backgrounds is not permitted.

***Default Judgments in Eviction, Detinue and Replevin cases:** The Judges will only enter a Default Judgment in Eviction, Detinue and Replevin cases if the party seeking a Default Judgment has either had these remote hearing instructions served with the summons (1st appearances) or mailed to the defendant(s) with a Notice of Hearing (non-1st appearances) and furnish proof and certify to the service or mailing. Plaintiffs must include the date in which the defendant failed to appear in all electronically submitted orders in which the Plaintiff seeks a default judgment, failure to do so will result in the order not being entered.

*The audio or video recording of the proceeding in any manner is strictly prohibited. If you experience technical difficulties, including if the meeting link will not work, please contact Will Scanlon at 309-888-5266.

*We ask for your patience during these hearings. Please remember that appearing remotely saves you time from coming to the courthouse.

PLEASE SEE REVERSE SIDE FOR SPECIFIC ZOOM MEETING INSTRUCTIONS

Instructions for Joining Remote Hearings by Zoom for Judge Black and Judge Fellheimer's Morning Docket/Cases

Topic: Judge Fellheimer and Judge Black's Small Claims ("SC"), Law Minor ("LM") and Arbitration ("AR") Courtroom Docket--McLean County, Illinois

(1) To Join by Video and Audio with computer or smartphone:

<https://zoom.us/j/93030347594?pwd=ZG9rWVFGczU5ZFZ1cjBkSHQ0akQ3UT09>

Meeting ID: 930 3034 7594

Password: 5AhsNp

(2) To join only by dialing in by phone:

+1 312 626 6799 US (Chicago)

The Chicago phone number should work for people calling from the Midwest. If that number does not work, you may find your local number at:

<https://zoom.us/j/aRnQhDV4Z>

Meeting ID: 930 3034 7594

Password for dialing-in only: 721732