

**IN THE CIRCUIT COURT OF COOK COUNTY  
COUNTY DEPARTMENT, CHANCERY DIVISION**

**GENERAL ADMINISTRATIVE ORDER NO. 2020-11**

**SUBJECT: COVID-19 MEASURES (9)**

This General Administrative Order is entered pursuant to continuing court measures implemented by Chief Judge Evans for the COVID-19 pandemic.

**IT IS HEREBY ORDERED:**

In conjunction with General Administrative Order 2020-02 by Chief Judge Timothy Evans on September 21, 2020, the following procedures will be in effect for the Chancery Division. This order supersedes Chancery Division General Administrative Order 2020-10.

**I. REMOTE HEARINGS TO CONTINUE**

Court hearings in the entire division will be held remotely by videoconference or teleconference as much as possible. Should a hearing need to be conducted in-person at the Daley Center, it will be held in accordance to protocols set forth in Chief Judge Evans' General Administrative Order 2020-02.

**II. REMOTE HEARING PROTOCOL**

**A. Remote Videoconference (Zoom) Hearing Information.**

1. Recurring Zoom Information. Zoom hearing information and protocol is available on the Circuit Court of Cook County website at <http://www.cookcountycourt.org/> and can also be found in judges' standing orders. Please contact the individual calendar for additional information regarding Zoom hearings as directed below.
2. Individually Scheduled Hearings. The staff for the calendar assigned to a case will notify the parties of the Zoom information or teleconference number if the hearing is scheduled individually or separately from any standing Zoom calls.

**B. Notices for Remote Proceedings.**

1. Zoom Information to be Included. For any matter scheduled to be heard remotely by telephone or videoconference (Zoom), the notice of the proceeding shall contain the Zoom or teleconference information for the hearing. The notice shall be clear that the proceeding will not be conducted in the physical courtroom and shall also contain instructions on how to contact the court to request an in-person hearing should a litigant have technological limitations.
2. Zoom Instructions to be Included for Self-Represented or Unrepresented Litigants. In any case where a self-represented litigant is receiving a notice for a remote proceeding, the notice shall, in addition to the requirements in Section II(B)(1), also

include the Zoom instructions attached to this Order in English and Spanish. (*See Attachment 1: Zoom Instructions in English and Spanish.*) The notice language for motions and initial case managements should be in substantially similar form to the following language:

On [Date] at [Time], or as soon thereafter as I may be heard, I will appear before Judge [Name] by Zoom video or telephone conference and present the attached motion. You can attend using the call-in information below.

The Zoom video call information is:

Meeting ID Number: \_\_\_\_\_

Password (if applicable): \_\_\_\_\_

The Zoom conference call number is: \_\_\_\_\_

Attached to this notice is a court-approved flyer explaining how to use Zoom. If you need further assistance, please call the JusticeCorps court information helpline at (872) 529-1903.

If you need to request an in-person hearing, please contact the court at [insert calendar phone and email address].

- C. *Hearings Set by Court Order.*** Any remote proceeding that is scheduled by court order shall contain the Zoom information and call-in phone number on the court order for the scheduled date and time.
  
- D. *Public Access to Court Proceedings.*** Any remote proceeding that would be conducted in-person in open court shall be held remotely to allow the same public access. Access to a remote proceeding can be obtained through the court’s website or by contacting the calendar to which the case is assigned. All observers to a proceeding are required to follow the same rules of conduct an in-person court and are subject to removal for disruption of the proceedings. Recording of any proceeding is strictly prohibited. The court also retains discretion to determine when or if any proceeding should be live-streamed to accommodate a high volume of viewers.

**III. 298 FEE WAIVER PETITIONS (ENTIRE DIVISION)**

Applications for the waiver of fees filed pursuant to 735 ILCS 5/5-105 and Illinois Supreme Court Rule 298, will be ruled on in accordance with Illinois Supreme Court Order M.R. 30370 (Aug. 27, 2020) as follows:

- A. *Petitions to Be Ruled on by Assigned Judge.*** Petitions filed shall be ruled upon by the calendar judge assigned to the matter for all calendars in the Chancery Division, including Mechanics Lien/Mortgage Foreclosure section.
  
- B. *Hearings.***

1. Initial In-Person Hearing Waived. Petitioners will no longer be assigned an automatic 14-day hearing date upon filing of a fee waiver. Each calendar judge will rule on the filed petition and the Clerk's Office will notify the applicant of the ruling.
2. Hearings Required. If the judge presiding over the matter determines an issue exists that requires a hearing before the judge can rule on the petition, the judge will set the matter for a hearing date no earlier than 21 days from the date of the order. The hearing may be held remotely by video or telephone conference, or in person with the proper protocols in place. The order will contain the directions for attending the hearing.

#### **IV. GENERAL CHANCERY CASES**

Pursuant to Chief Judge Evans' General Administrative Order 2020-02 the following motion practice procedures will be in place for General Chancery matters barring further unforeseen circumstances.

##### **A. *Emergency Motions.***

1. Definition of "Emergency": Emergency matters are defined as a sudden and unforeseen circumstances that may cause injury, loss of life, or damage to property and that requires an urgent response and remedial action.
2. Email: Litigants or lawyers may email the calendar to which a case is assigned to schedule an emergency motion with chambers' staff. The movant should attach courtesy copies of the emergency motion and notice of emergency motion and any relevant filings to the email. The email addresses for each General Chancery Calendar are listed in Section IV(C) below.
3. Telephone: Litigants or lawyers may contact each judge's calendar's e-mail or phone to schedule an emergency motion with chambers' staff. If the emergency motion is scheduled over the telephone, courtesy copies should be delivered by email at the calendar email address listed below and according to the directions of chambers' staff.

##### **B. *Triage of Cases to Commence July 6, 2020.*** Commencing July 6, 2020, the Chancery Division will begin to hear cases set on each calendar using a triage approach as set forth below.

1. Triage Procedures:
  - a) *298 Petitions.* 298 Petitions shall be ruled upon in writing based on the written Petition except that the Court may Order any person filing a 298 Petition to appear and present his/her Petition in person or by videoconference.

- b) *Motions to Consolidate Cases on the Presiding Judge's Call.* The respondent shall indicate whether he/she is objecting to the motion. In the event of an objection, the Court will determine the number of days within which the Respondent to the Motion shall respond and proceed to issue a written Order on the Motion. In the event the Court determines that any further argument or proceeding is necessary, the Court will set the time for either a teleconference, a videoconference, or an in-person proceeding. The Court shall endeavor to issue its Order within 5 days of the response filed.
- c) *Petition for Turnover of Surplus Funds on the Presiding Judge's Call.* The Court shall review the Petition for Turnover of Surplus Funds. In the event of an objection by any party receiving notice, the Court will determine the number of days within which the Respondent to the Motion shall respond and proceed to issue a written Order on the Motion. In the event the Court determines that any further argument or proceeding is necessary, the Court will set down the time for either a teleconference, a videoconference, or an in-person proceeding. The Court shall endeavor to issue its Order within 5 days of the response filed.
- d) *Motions of Course.* The Court will determine the number of days within which the Respondent to the Motion shall respond and proceed to issue a written Order on the Motion. In the event the Court determines that any further argument or proceeding is necessary, the Court will set down the time for either a teleconference, a videoconference, or an in-person proceeding. The Court shall endeavor to issue its Order within 5 days of the response filed. In addition, each Order shall provide a status date by which the parties will provide an update of the case to the Court.
- e) *Status Hearings and Case Management Dates.* The Court will determine the number of days within which the parties shall submit written status reports. The Court shall proceed to issue a written Order after receiving the parties written status reports. In the event the Court determines that any further argument or proceeding is necessary, the Court will set down the time for either a teleconference, a videoconference, or an in-person proceeding. The Court shall endeavor to issue its Order within 5 days of receiving the status reports. In addition, each Order shall provide a status date by which the parties will provide an update of the case to the Court.
- f) *Contested Motions.* The parties shall submit a briefing schedule to the Court and shall submit courtesy copies of the e-filed briefs on the Court's designated e-mail. The parties shall indicate whether they are requesting or waiving an oral argument. Within five days of the last pleading filed, the Court will enter an Order for oral argument or a written ruling date. The Court will determine whether the oral argument shall be held in open Court, via teleconferencing, or by videoconferencing.
- g) *Trials.* Bench trials and evidentiary hearings may be conducted by videoconference at the discretion of the judge presiding over the matter. Any trials and other

evidentiary hearings that need to be held in person shall be held with all necessary safeguards taken or continued to protect public health and safety.

- h) *Settlement Conferences.* Settlement conferences may be conducted by videoconference at the discretion of the judge presiding over the matter. Any settlement conferences that need to be held in person shall be held with all necessary safeguards taken or continued to protect public health and safety.
  - i) *Proposed Agreed Orders.* Proposed agreed orders may be filed with the Court at any time and the Court will determine how to proceed to rule on such Proposed Orders.
2. Limits on In-Person Proceedings. If a matter needs to be heard in person, no more than 10 people will be allowed in the Courtroom at any given time including the Court and its staff, until further order of court.
  3. Courtesy Copies. Courtesy copies may be delivered electronically via email to the email address assigned to the calendar.

**C. Communications with the Court.** Parties and litigants may email the calendar to which a case is assigned for emergency matters, to deliver courtesy copies, or to deliver proposed orders. The email addresses for each General Chancery calendar are as follows:

Calendar No.	Judge	Email Address
2	Hon. Raymond W. Mitchell	ccc.chancerycalendar2@cookcountyil.gov
3	Hon. Franklin U. Valderrama	ccc.chancerycalendar3@cookcountyil.gov
4	Hon. Alison C. Conlon	ccc.chancerycalendar4@cookcountyil.gov
5	Hon. Neil H. Cohen	ccc.chancerycalendar5@cookcountyil.gov
6	Hon. Celia G. Gamrath	ccc.chancerycalendar6@cookcountyil.gov
7	Hon. Eve M. Reilly	ccc.chancerycalendar7@cookcountyil.gov
8	Hon. Michael T. Mullen	ccc.chancerycalendar8@cookcountyil.gov
9	Hon. Sanjay Tailor	ccc.chancerycalendar9@cookcountyil.gov
10	Hon. C. Kate Moreland	ccc.chancerycalendar10@cookcountyil.gov
11	Hon. Pamela M. Meyerson	ccc.chancerycalendar11@cookcountyil.gov
12	Presiding Judge Moshe Jacobius	ccc.chancerycalendar12@cookcountyil.gov
13	Hon. Anna H. Demacopoulos	Chancery.calendar13@cookcountyil.gov
14	Hon. Sophia H. Hall	ccc.chancerycalendar14@cookcountyil.gov
15	Hon. Anna M. Loftus	Calendar15.chancery@cookcountyil.gov
16	Hon. David B. Atkins	ccc.chancerycalendar16@cookcountyil.gov

**D. *Motions Rescheduled for a Later Date.*** At any point during the continuing COVID-19 protocols, the Court’s staff may contact counsel or self-represented litigants, as necessary and possible, and attempt to triage cases at an earlier time at the sole discretion of the Court.

## V. MECHANICS LIEN CASES

**A. *Handling of Mechanics Lien Cases.*** Cases in the Mechanic’s Lien Section shall be handled in the same manner as the General Chancery Section. Motions of Course, contested motions, trials, settlement conferences, and evidentiary hearings shall be handled as set forth above in Section II.

**B. *Communications with the Court.*** Parties and litigants may email the calendar to which a case is assigned for emergency matters, to deliver courtesy copies, or to deliver proposed orders. The email addresses for each Mechanics Lien calendar are as follows.

Calendar No.	Judge	Email Address
52	Hon. Anthony C. Kyriakopoulos	ccc.mfmlcalendar52@cookcountyl.gov
53	Supervising Judge Lewis M. Nixon	ccc.mfmlcalendar53@cookcountyl.gov
54	Hon. Daniel P. Brennan	ccc.mfmlcalendar54@cookcountyl.gov

## VI. MORTGAGE FORECLOSURES

Pursuant to Chief Judge Evans’ General Administrative Order 2020-02, all mortgage foreclosure matters are stayed and reset to a date after October 17, 2020. The following motion practice procedures will be in place for foreclosure matters until October 17, 2020 barring further unforeseen circumstances

**A. *Stay on Foreclosure Judgments and Sales.*** All mortgage foreclosure judgments, evictions in furtherance of a foreclosure, and foreclosure sales are stayed until October 17, 2020. Plaintiffs should not be serving summons in foreclosures that would displace a tenant or resident of the property for the duration of this stay on foreclosures. This stay applies to both residential and commercial foreclosures.

**B. *Emergency Motions.*** Emergency matters will be heard from present through October 17, 2020.

1. Definition of “Emergency”: Emergency matters are defined as a sudden and unforeseen circumstance that may cause injury, loss of life, or damage to property and that requires an urgent response and remedial action
2. Email: Litigants or lawyers may email the calendar for the case to schedule an emergency motion with chambers’ staff. The movant should attach courtesy copies of the emergency motion and notice of emergency motion and any relevant filings to the email. Email addresses for communication are listed in Section G below.

3. Telephone: Litigants or lawyers may contact each judge's calendar's e-mail or phone to schedule an emergency motion with chambers' staff. If the emergency motion is scheduled over the telephone, courtesy copies should be delivered by email to the calendar for the case according to the directions of chambers' staff.

**C. *Foreclosure Orders that Will Not Be Entered.*** The following orders will not be entered from present through October 17, 2020:

1. Judgment of Foreclosure;
2. Summary Judgment Order;
3. Order for Default;
4. Order Approving Sale;
5. Order for Possession that would displace a resident or tenant from a home;
6. Special Process Server Orders in residential cases; and
7. Any other order the court determines to be in furtherance of a foreclosure, foreclosure sale, or eviction.

**D. *Special Process Server Orders***

1. Standing Quarterly Special Process Server Orders Pursuant to GAO 2007-03. Requests for Standing Special Process Server orders entered pursuant to GAO 2007-03 that are entered each quarter may be submitted for the dates: October 1, 2020 through December 31, 2020. Motions and proposed orders may be sent to the following email address: [ccc.mfmlspsorders@cookcountyil.gov](mailto:ccc.mfmlspsorders@cookcountyil.gov). Notwithstanding the entry of any quarterly process server for the fourth quarter of 2020, the stay on service of summons identified in Section VI(A) will remain in place.
2. Individual Special Process Server Requests. Requests in individual cases for Special Process Servers will not be entered for residential or commercial cases or cases where tenants may be displaced, except under exigent circumstances, until after October 17, 2020.

**E. *Stay on Sales***

1. Stay on Sales. All sales in foreclosure actions that would displace a resident or business are stayed through October 17, 2020 or further order of the court.
2. No Scheduling of Sales. There shall be no scheduling of new sales or rescheduling of stayed sales in foreclosure actions which would displace a resident or company until further order of the court. There is no date certain for the end of the stay on foreclosures due to the ongoing circumstances. The overall stay on the scheduling of the sales is to prevent the unnecessary accumulation of fees for publication and confusion among litigants around sales that are scheduled for a date immediately following the expiration of this order.

3. Notice & Publication. When sale scheduling resumes by order of this court, all sales that have been continued during the court's moratorium will require re-notice and re-publication, notwithstanding if the original sale date was less than 60 days from the new sale date.

**F. *Parties Encouraged to Communicate About Foreclosure Options.***

The stay on foreclosures imposed by this order does not prohibit any plaintiff or plaintiff's attorney from notifying defendants in pending cases about options available from the lender, such as a forbearance option available under the CARES Act, or any other option that may resolve a pending foreclosure. The court encourages the plaintiffs to communicate with defendants about any options that may ultimately lead to a resolution of a pending foreclosure and that do not dispossess a resident or business from the property in violation of this order.

A plaintiff may send a notice to a defendant that includes the options available and how to contact the lender to apply. A notice to a defendant may include, but is not limited to, information as follows:

- Notification that if the defendant has been affected by COVID-19, that the defendant may be eligible for mortgage forbearance under the Coronavirus Aid, Relief, and Economic Security (CARES) Act.
  - An explanation that a forbearance temporarily pauses mortgage payments and accrual of penalty fees;
  - Instructions on how to apply for a forbearance; and
  - Lender contact information.
- Information about how to obtain referrals to other resources for guidance, such as the JusticeCorps Court Information line (872) 529-1903, CARPLS (312) 738-9200, or Illinois Legal Aid Online [www.illinoislegalaid.org](http://www.illinoislegalaid.org).
- Contact information for both the lender and the plaintiff's firm; and
- Any other information that would educate a defendant about possible options from the lender and how to apply for those options.

Any plaintiff who sends a notice to the defendant is encouraged to keep a record of the communication for reference when foreclosures resume in their entirety. A lack of recordkeeping will not prohibit a foreclosure from proceeding.

**G. *Triage and Rescheduling of Continued Cases.***

The Mortgage Foreclosure Section will begin handling cases set on each calendar using a triage approach as set forth below, subject to further directives from Chief Judge Evans.

1. Court to Reschedule Cases. On any case that is currently pending before the court with a hearing date between entry of this order and October 17, 2020, the Court will enter an order continuing the matter for a date after October 17, 2020 and notify the parties of entry of the order.

2. Matters Available for Consideration between Present and October 17, 2020.
  - a) *Withdrawal of Motions.* If a movant has a pending motion, and wishes to withdraw that motion from consideration or for continuance, the movant may email a copy of the proposed order withdrawing the motion to the calendar to which it is assigned. Email addresses for communication are listed in Section VI (I) below.
  - b) *Voluntary Dismissals.* Voluntary dismissals of pending foreclosures will be entered. Plaintiffs must submit a proposed order dismissing the case by emailing the proposed order to the appropriate calendar email listed in Section VI (I) below.
  - c) *Vacant Properties.* Foreclosures of vacant properties may proceed where sufficient proof that the property is vacant or abandoned is provided to the Court prior to proceeding. Plaintiffs should email the appropriate calendar with a motion requesting permission to proceed on the foreclosure and detailing the evidence to prove the property is vacant or abandoned with no residents.
  - d) *Receivers.* Motions relating to receivers in mortgage foreclosure cases will be heard on a case-by-case basis as determined by the Court that are in compliance with this General Administrative Order and directives from Chief Judge Evans. Receivers' motions will be scheduled at the sole discretion of the judge presiding over the matter.
  - e) *Pending Sale Approvals with Third-Party Bidders.* This sub-section applies only to mortgage foreclosure cases where the sale occurred prior to March 16, 2020 **and** a third-party was the successful bidder and the sale is still pending approval due to COVID-19 protocols. The plaintiff may submit a motion, or the third-party bidder may submit a motion to intervene, for consideration on an emergency basis to void the sale and allow the third-party bidder to recover the funds being held from the sale. Whether the motion is heard by the Court on an emergency basis is in the sole discretion of the judge presiding over the matter.
  - f) *Special Representatives.* If a pending motion relating to Special Representatives is rescheduled by the Court for a date after October 17, 2020, the movant may email the calendar for the matter and request an earlier date for the motion to be heard. Whether the matter is rescheduled for a date before September 21, 2020 is in the sole discretion of the judge presiding over the matter.
  - g) *Case Managements.* The Court may enter orders on case managements scheduled between present and October 17, 2020 as deemed appropriate by the judge presiding over the matter.
3. Case Procedures After October 17, 2020

The following procedures will be in place after October 17, 2020, barring further unforeseen circumstances.

- a) *Case Management Statuses.* Plaintiff will provide the Court with a Case Management Status sheet and notice to the Respondent. The Plaintiff shall be excused from appearing on the date the case management is noticed. In the event Defendant appears, the Court shall enter an Order granting Defendant leave to file his/her answer and appearance. After the date for which the case was noticed and the defendant given an adequate time to respond, the Court shall enter an Order either striking the Case Management from the call (“4331”) or memorializing the time Defendant was granted to file his/her answer and appearance and shall provide a new status date. The court shall specify if the status is to be held by teleconference, a Zoom meeting, or an in-person proceeding based on any requests from parties.
- b) *Motion for Default, Summary Judgment, and Judgment of Foreclosure.* The Motions for Default, Summary Judgment, and entry of Judgment of Foreclosure shall be noticed for a date as allowed through e-filing in the Clerk’s e-filing system. Plaintiff should file the Default Motion with all required documents required under the Court’s standing orders with notice to Defendant(s) and the Defendant(s) given an adequate time to respond. In the event Defendant(s) appear, the Court shall enter an Order of continuance and set the matter for either a teleconference, a video conference or an in Court proceeding. In the event Defendant(s) fail to appear, then the Court may enter a Default Order, Summary Judgment and an Order of Foreclosure within the Court’s discretion in the event the Plaintiff has complied with the procedural requirements of the Court. The parties may request a remote proceeding prior to sending out notice by contacting the court.
- c) *Contested Motions.* Defendant(s) shall submit a response to the motion being contested and, where necessary, a briefing schedule to the Court and shall submit courtesy copies of their e-filed briefs on the Court’s designated e-mail. The parties shall indicate whether they are requesting or waiving oral argument. A clerk status shall be entered by the Court on a date after all briefs have been filed. On the Clerk Status date, the Court will enter an Order for oral argument or a written ruling date. The Court will determine whether the oral argument shall be held in open Court, via teleconferencing or by videoconference.
- d) *Continued Sales.* Re-notice and re-publication will be required on all sales that were scheduled and continued due to the stay on foreclosures.
- e) *Order Approving Sale.* Plaintiff shall file a Motion for an Order Approving Sale with all necessary attachments, notice to Defendant(s), and the Defendant(s) given an adequate time to respond. Plaintiff shall be excused from appearing for the Motion. In the event Defendant(s) appear, the Court

shall enter an Order of continuance and set the matter for either a teleconference, a video conference or an in-person proceeding. In the event Defendant(s) fail to appear, then the Court may enter an Order Approving Sale within the Court's discretion in the event the Plaintiff has complied with the procedural requirements of the Court.

2. Limits on In-Person Proceedings. If a matter needs to be heard in person, no more than 10 people will be allowed in the Courtroom at any given time including the Court and its staff, until further order of court.
3. Courtesy Copies. Courtesy copies may be delivered electronically via email to the email address assigned to the calendar for the case.

**H. Motions Rescheduled for a Later Date.** At any point during the continuing COVID-19 protocols, the Court's staff may contact counsel or self-represented litigants, as necessary and possible, and attempt to triage cases at an earlier time at the sole discretion of the Court. This discretion includes agreed orders and other motions that the court determines are not prohibited for entry prior to October 17, 2020.

**I. Communications with the Court.** Each order entered by the Court shall contain the court's email and phone number for contact. Parties and litigants may email the calendar to which a case is assigned for emergency matters, to deliver courtesy copies, or to deliver proposed orders. The email addresses for each mortgage foreclosure calendar are as follows:

Calendar No.	Judge	Email Address
56	Hon. Freddrenna M. Lyle	ccc.mfmlcalendar56@cookcountyil.gov
57	Hon. Joel Chupack	ccc.mfmlcalendar57@cookcountyil.gov
58	Hon. Darryl B. Simko	ccc.mfmlcalendar58@cookcountyil.gov
59	Hon. Edward N. Robles	ccc.mfmlcalendar59@cookcountyil.gov
60	Hon. William B. Sullivan	ccc.mfmlcalendar60@cookcountyil.gov
61	Hon. Cecilia A. Horan	ccc.mfmlcalendar61@cookcountyil.gov
62	Hon. Marian E. Perkins	ccc.mfmlcalendar62@cookcountyil.gov
63	Hon. Gerald V. Cleary	ccc.mfmlcalendar63@cookcountyil.gov
64	Hon. Patricia S. Spratt	ccc.mfmlcalendar64@cookcountyil.gov

ENTERED:



Moshe Jacobius  
 Presiding Judge  
 Chancery Division

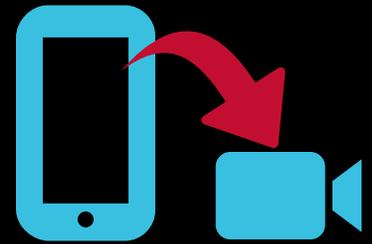
Date: September 21, 2020

**ATTACHMENT 1**

Zoom Instructions (English & Spanish)

# ZOOM FROM YOUR PHONE

How to use Zoom on your smart phone  
for your remote court hearing



1

## GO TO YOUR APP STORE

On iPhones, it is called the App Store. On Androids, it is called Google Play. If the court gave you a link, click the link and follow the instructions.



2

## DOWNLOAD THE ZOOM APP

Search for the Zoom Cloud Meetings app in the search bar and download the FREE app called "ZOOM Cloud Meetings."



ZOOM Cloud Meetings  
Meet Happy  
★★★★★ 965K



3

## OPEN THE ZOOM APP

You can open the Zoom app immediately after downloading it by clicking the "Open" button in your App Store or you can open the Zoom app that is now on your phone.

OPEN



4

## CLICK "JOIN A MEETING"

You do not need to "Sign Up" or "Sign In" to join a meeting.

Join a Meeting

5

## TYPE YOUR INFORMATION AND CLICK "JOIN"

Type in the Meeting ID the court gives you in the box labeled **A**.  
Type in your full name in the box labeled **B**.

Cancel Join a Meeting

Meeting ID **A**

Join with a personal link name

Screen Name **B**

Join

6

## TYPE THE ZOOM MEETING PASSWORD

Type in the Zoom Meeting Password the court gives you in the box labeled **C** and click "Continue."

Please enter your meeting password

Password **C**

Cancel Continue

7

## CLICK "JOIN WITH VIDEO"

You will be automatically asked to connect to video. If you are not asked, look for the camera symbol and click "Start Video."

Join with Video

8

## CLICK "JOIN AUDIO" AND CHOOSE "CALL OVER INTERNET" OR "DIAL IN"

You will be automatically asked to connect to audio. If you are not asked, look for the headphones symbol, click "Join Audio," and select "Call Over Internet." "Dial in" requires the phone number the court gives you.

Join Audio Start Video Share Content Participants More

To hear others please join audio

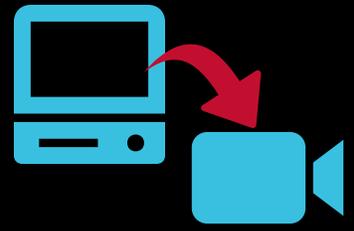
Call Over Internet

Dial in

Cancel

# ZOOM FROM YOUR COMPUTER

How to use Zoom on your computer or laptop (with a webcam) for your remote court hearing



1

## GO TO [zoom.us/join](https://zoom.us/join)

If the court gave you a link, click the link and follow the instructions.



2

## TYPE YOUR INFORMATION AND CLICK "JOIN"

Type in the Meeting ID the court gives you in the box labeled **A** and click "Join."

Join a Meeting

3

## CLICK "OPEN ZOOM MEETINGS"

If you don't have Zoom installed on your computer, click on "download and run Zoom" and open the .exe file to install Zoom.

4

## TYPE YOUR INFORMATION AND CLICK "JOIN"

Type in the Meeting ID the court gives you in the box labeled **B**. Type in your full name in the box labeled **C**.

Join Meeting

5

## TYPE THE ZOOM MEETING PASSWORD

Type in the Zoom Meeting Password the court gives you in the box labeled **D** and click "Join Meeting."

Enter meeting password

6

## CLICK "JOIN WITH VIDEO"

You will see a video preview before you join with video. If you do not want to appear with video, click "Join without Video."

7

## CLICK "JOIN WITH COMPUTER AUDIO"

You can test your speaker and microphone by clicking the words under "Join with Computer Audio."

### Getting Ready for Your Remote Hearing:

- Check your internet or phone connection.
- Charge your computer or phone. Make sure you have enough minutes.
- Use earbuds or headphones if you can. This makes it easier to hear you speak.
- Look for the microphone symbol to mute and un-mute yourself.
- Keep yourself on mute when your case is not before the judge.
- Use an empty, quiet space where no one will interrupt you and with no background noise.
- Set the camera at eye level. If using a phone, prop it up so your hands are free.
- Pause before speaking in case there is audio/video lag.
- Even if you are at home, remember that a remote hearing is still an official court hearing and you should dress and behave appropriately.

ILLINOIS SUPREME COURT COMMISSION

ACCESS

TO JUSTICE

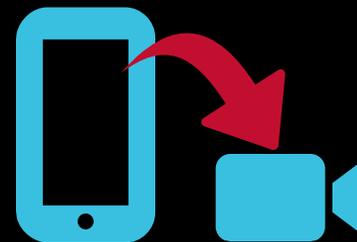
EDUCATION. SUPPORT. EMPOWERMENT.

(08/20)

Flip for Phone Instructions

# ZOOM DESDE SU TELÉFONO

Cómo usar Zoom en su teléfono inteligente para su audiencia remota en la corte



1

## VAYA A SU TIENDA DE APPS

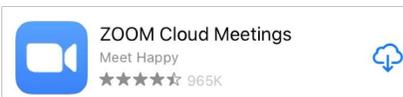
En iPhone, se llama App Store. En Android, se llama Google Play. Si la corte le dio un sitio internet "link," haga clic en el sitio y siga las instrucciones.



2

## DESCARGUE EL APP DE ZOOM

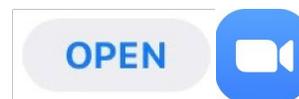
Ponga Zoom Cloud Meetings en la barra de búsqueda de *apps* y descargue el *app* GRATIS llamada "ZOOM Cloud Meetings."



3

## ABRA EL APP DE ZOOM

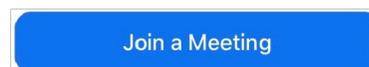
Puede abrir el *app* de Zoom inmediatamente después de descargarla haciendo clic en el botón "Open" de su tienda de *apps*, o puede abrir el *app* de Zoom que está instalada ahora en su teléfono.



4

## HAGA CLIC EN "JOIN A MEETING"

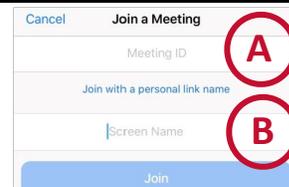
No hace falta "Sign Up" (registrarse) o "Sign In" (iniciar sesión) para participar en una reunión.



5

## PONGA SUS DATOS Y HAGAN CLIC EN "JOIN"

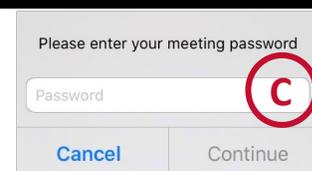
Ponga el número asignado a su reunión (Meeting ID) que le dio la corte en el recuadro **A**. Ponga su nombre completo en el recuadro **B**. Primero su nombre y luego su apellido.



6

## PONGA LA CONTRASEÑA DE LA REUNIÓN DE ZOOM

Ponga la contraseña (Zoom Meeting Password) que le dio la corte en el recuadro **C** y haga clic en "Continue."



7

## HAGA CLIC EN "JOIN WITH VIDEO"

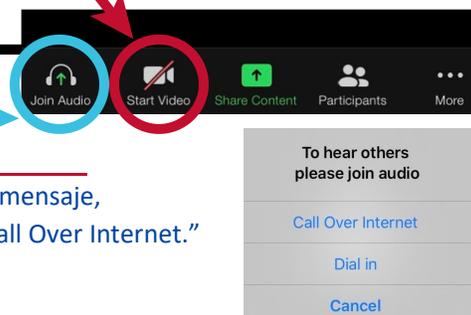
Recibirá automáticamente un mensaje para conectar el video. Si no ve el mensaje, busque el símbolo de la cámara y haga clic en "Start Video."



8

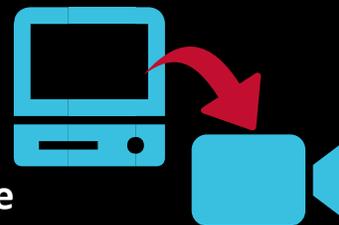
## HAGA CLIC EN "JOIN AUDIO" Y SELECCIONE "CALL OVER INTERNET" O "DIAL IN"

Recibirá automáticamente un mensaje para conectar el audio. Si no ve el mensaje, busque el símbolo de audífonos, haga clic en "Join Audio" y seleccione "Call Over Internet." La opción "Dial in" requiere el número de teléfono que le dio la corte.



# ZOOM DESDE SU COMPUTADORA

Cómo usar Zoom en su computadora o portátil  
(con webcam) para su audiencia remota en la corte



1

## VISITE [zoom.us/join](https://zoom.us/join)

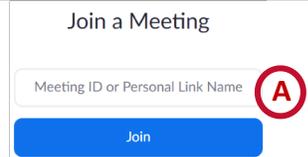
Si la corte le dio un sitio internet “link,” haga clic en el sitio “link” y siga las instrucciones.



2

## PONGA SUS DATOS Y HAGA CLIC EN “JOIN”

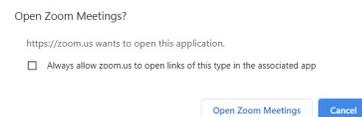
Ponga el número asignado a su reunión (Meeting ID) que le dio la corte en el recuadro **A** y haga clic en “Join.”



3

## HAGA CLIC EN “OPEN ZOOM MEETINGS”

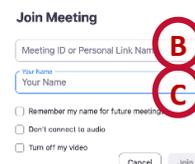
Si no tiene Zoom instalado en su computadora, haga clic en “download and run Zoom” (descargar y ejecutar Zoom) y abra el archivo .exe para instalar Zoom.



4

## PONGA SUS DATOS Y HAGA CLIC EN “JOIN MEETING”

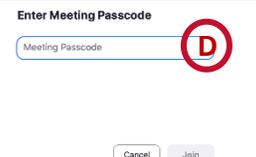
Ponga el número asignado a su reunión (Meeting ID) que le dio la corte en el recuadro **B**. Ponga su nombre completo en el recuadro **C**. Primero su nombre y luego su apellido.



5

## PONGA LA CONTRASEÑA DE LA REUNIÓN DE ZOOM

Ponga la contraseña (Zoom Meeting Password) que le dio la corte en el recuadro **D** y haga clic en “Join Meeting.”



6

## HAGA CLIC EN “JOIN WITH VIDEO”

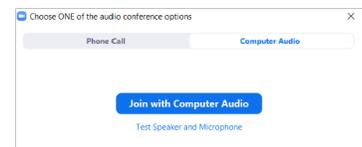
Verá una vista previa de video antes de conectar el video. Si no quiere aparecer con video y solo con voz, haga clic en “Join without Video.”



7

## HAGA CLIC EN “JOIN WITH COMPUTER AUDIO”

Puede probar su volumen y micrófono haciendo clic en las palabras debajo de “Join with Computer Audio.”



### Cómo prepararse para su audiencia remota:

- Verifique su conexión de internet o teléfono.
- Cargue su computadora o teléfono. Verifique que tenga minutos suficientes.
- Si puede, use audífonos o auriculares. De esa manera será más fácil escuchar lo que está diciendo.
- Haga clic en el símbolo del micrófono para activar y desactivar el modo silenciar.
- Instálese en un espacio desocupado y tranquilo donde nadie lo interrumpa y que no hayan ruidos de fondo.
- Coloque la cámara al nivel de sus ojos. Si va a usar un teléfono, apóyelo en un soporte para dejar las manos libres.
- Haga una pausa antes de hablar en caso que haya una demora en el audio/video.
- Aunque esté en su casa, recuerde que una audiencia remota sigue siendo una audiencia oficial de la corte. Vístase y compórtese adecuadamente, como si estuviera en la corte.

