



JUDGE DUFFY AND JUDGE MCFARLAND LIVINGSTON COUNTY, ILLINOIS ZOOM COURTROOM INSTRUCTIONS ON HOW TO APPEAR REMOTELY FOR YOUR COURT APPEARANCE (FOR TRAFFIC, DUI AND/OR CRIMINAL CASES)

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 Livingston County court case. 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 Livingston County cases of Judge Duffy or Judge McFarland. **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.**

*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.

*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 Daisy at 815-844-5171.

*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 Duffy's or Judge McFarland's Livingston County, Illinois case(s)

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

Topic: Livingston County - Courtroom 2

Time: This is a recurring meeting Meet anytime

Join Zoom Meeting

<https://us06web.zoom.us/j/87218307900?pwd=MFllZGRURjIHbk5JNmhWU2lyNzVJZz09>

Meeting ID: 872 1830 7900

Passcode: 750569

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

One tap mobile

+13126266799,,87218307900# US (Chicago)

+13017158592,,87218307900# US (Washington DC)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Washington DC)

+1 929 436 2866 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 872 1830 7900

Find your local number: <https://us06web.zoom.us/j/87218307900?pwd=MFllZGRURjIHbk5JNmhWU2lyNzVJZz09>