



FOR ALL COURTROOMS IN LIVINGSTON COUNTY, ILLINOIS ZOOM COURTROOM 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 so you may appear remotely for your Livingston County court case if your case has been set for a Remote/Virtual Hearing. If you would like to request to appear remotely, start by contacting your attorney or the Court at [815/844/5173](tel:8158445173) for Courtroom 1, [815/844/5172](tel:8158445172) for Courtroom 2, or [815/844/5171](tel:8158445171) for Courtroom 3. Please check to make sure which Judge is assigned to your case to ensure that you are joining the correct Zoom Courtroom, and you only appear on the date and time specified in the Notice of Hearing or Summons. The Court will be using the Zoom video-conferencing platform for these court proceedings.

IMPORTANT: This procedure is only for the Livingston County cases. **Regardless, all trials will be conducted in person, not remotely, so parties must appear at the courthouse for all trials (not by Zoom). For traffic cases requesting Court supervision, it is required that the party or their attorney must physically appear in Court.**

*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/she 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 hearing and rejoin thereafter. It is the party's responsibility to ensure they obtain a future court date before leaving a hearing. ***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 the Court at [815/844/5173](tel:8158445173) for Courtroom 1, [815/844/5172](tel:8158445172) for Courtroom 2, or [815/844/5171](tel:8158445171) for Courtroom 3.

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

Information for Joining Remote Hearings by Zoom for Livingston County, Illinois case(s)

Judge Bauknecht – Courtroom 1

<https://zoom.us/j/94550462316>

Meeting ID: 945 5046 2316

No passcode

One tap mobile

+13126266799,,94550462316# US (Chicago)

Judge Yedinak - Courtroom 2

<https://zoom.us/j/95273962176>

Meeting ID: 952 7396 2176

No passcode

One tap mobile

+13126266799,,95273962176# US (Chicago)

Judge Koll – Courtroom 3

<https://zoom.us/j/93767097036>

Meeting ID: 937 6709 7036

No passcode

One tap mobile

+13126266799,,93767097036# US (Chicago)