

IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT — CHANCERY DIVISION

JUDGE ANNA M. LOFTUS
REMOTE HEARING SUPPLEMENT

General Chancery Calendar 15

Richard J. Daley Center, Courtroom 2410, Chicago, IL 60602
Effective September 1, 2021

Until further notice, all matters on Calendar 15 will be heard remotely, by Zoom. This document provides information about remote hearings, how to join them, and what to expect.

1. GENERAL INFORMATION

Participating in a virtual court hearing is the same as participating in any other court proceeding. The same rules of decorum apply to virtual court hearings. The same rules regarding dress codes, language, and respect for the staff also apply. Remember that this is a formal proceeding; please treat it as if you were present in the courtroom.

The court proceedings are on the record. All conversations can be heard by all of the other parties present. The public is also able to view these proceedings. In accordance with GAO 2020-05, every effort is to be made to ensure uninterrupted public access to remote court proceedings.

Any video recording, audio recording, photographing, or other reproducing of the proceedings is strictly prohibited by Illinois Supreme Court Rule 44. This includes screenshots of participants or proceedings. Failure to comply is subject to penalties for contempt of court.

2. HEARING INFORMATION

All Calendar 15 court proceedings may be joined at the following hearing link:

<https://circuitcourtofcookcounty.zoom.us/j/95535573920>

The Zoom Meeting ID is 955 3557 3920. No password is required. These instructions can be forwarded to anyone who needs to join the hearing, such as a co-counsel or court reporter.

Plan on joining the hearing ten minutes before the scheduled start time. This ensures that everyone can make sure everything is working before the hearing.

When joining the hearing, please use your full name to identify yourself. If you join by phone, your telephone number may be displayed instead.

Please mute yourself, and stay muted, until it is your turn to speak. If you are not participating in the case being heard, please turn your video off. Extra sound and extra video are distracting; this ensures that all cases can go as quickly as possible. Chambers staff may mute or disable video for non-participating parties.

3. DOCUMENTS & ORDERS

Courtesy copies of all matters be tendered to chambers at least five court days in advance of the hearing by emailing them to calendar15.chancery@cookcountyil.gov. This requirement holds for remote hearings as well. If the Court has not received courtesy copies, the matter may not be heard.

The Standing Order provides more detail about motion requirements, and is available online at www.cookcountycourt.org/JudgesPages/Loftus,AnnaM.aspx

At the end of a hearing, parties will usually be asked to draft an order for the Judge's review. Orders should be tendered to chambers at calendar15.chancery@cookcountyil.gov in Word format. It may take several days for the order to be entered. Once entered, the Clerk of Court will return a copy to the parties by email in 3–5 business days.

4. ZOOM APPLICATION INFORMATION

All remote proceedings take place using Zoom, a free teleconferencing application. Zoom applications are free to download and use. Zoom does not require a paid membership to use its free application. You do not need to create an account to join the hearing.

Hearings may be joined by computer, smartphone, tablet, or by dialing in by phone. The information below is intended as a general overview. Further information about how to use the Zoom application is easily available online.

Please test your software prior to hearing. Chambers staff will not provide technical support.

4.1. Joining by Computer

You can get the best connection by downloading the free application, available online at <https://zoom.us/download> (“Zoom Client for Meetings”). Once downloaded, the hearing link should automatically open in that application. If not, enter the Zoom Meeting ID under “Join a Meeting” to be connected.

Alternatively, you can connect directly with an internet browser. The hearing connection will be slightly worse, but no download is required.

If you are able to join by video, but your audio connection is unstable, you have the option to dial in via phone. In the lower left-hand corner of the screen, click the menu button next to the microphone icon, select “Switch To Phone Audio,” and dial in as described in Part 4.3 below.

4.2. Joining by Smartphone or Tablet

Download the free Zoom app, available for Android [here](#), and Apple devices [here](#). Once downloaded, connect to video and audio by selecting to use Device Audio and Device Camera, or choose Connect Via Internet. You may need to allow the app to access your camera and microphone to ensure a full connection.

Once the app is installed, the hearing link should automatically open in that application. If not, enter the Zoom Meeting ID under “Join a Meeting” to be connected.

4.3 Joining by Phone Call

You can join a Zoom hearing by dialing in, like a conference call. From the Chicagoland area, dial (312) 626 6799. Additional call-in numbers, including international ones, are available online [here](#).

When prompted, enter the Zoom Meeting ID (955 3557 3920), and follow prompts as appropriate. When in the meeting, press *6 to mute or unmute yourself.