

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

**CALENDAR 7 – COURTROOM 2405
JUDGE EVE REILLY
SUPPLEMENTAL STANDING ORDER ON VIRTUAL COURT HEARINGS**

In an effort to address the unique needs created by the current pandemic, and in an effort to ensure that the administration of justice can continue during this time, Chancery Calendar 7 has compiled the following guidelines and recommendations. These guidelines are intended to assist litigants and attorneys in conducting proceedings remotely, whether they are physically in the courtroom or elsewhere.

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, demeanor, language, and respect for the staff also apply. Remember that this is a formal proceeding and 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 and will become a part of the record. The public is also able to view these proceedings.

Video or audio recording of this proceeding by any party through any device or format is strictly prohibited. Failure to comply with this admonishment may result in the imposition of sanctions or in a finding of contempt. This includes screenshots of participants or the proceedings.

The Circuit Court of Cook County uses Zoom to conduct virtual court hearings. Zoom is accessible for free on smartphones, tablets, laptops, and desktop computers. Zoom is accessible on both Apple/Mac and PC platforms. Certain Zoom features or layouts may differ based on the platform used. If a participant does not have access to Zoom, the participant may access the hearing by calling a conference number.

This technology is used for status calls, evidentiary hearings, arguments on contested motions, presentment of motions, and trials.

In these times, it is even more important for litigants and attorneys to talk with each other before coming to court. The Court will assume parties have conferred before every virtual status hearing and motion presentment.

Please send any proposed orders in Word format only.

Calendar 7 Zoom Invite Information

Chancery Division Courtroom 2405 is inviting you to a scheduled Zoom meeting.

Topic: Chancery Division - Courtroom 2405 - Daley Center

Time: Every week on Mon, Tue, Wed, Thu, Fri, until Aug 27, 2020, 43 occurrence(s)

Join Zoom Meeting

<https://circuitcourtofcookcounty.zoom.us/j/94377674389?pwd=azNPVGpCNld5MTFocHJmTkdwXkE5Zz09>

Join our Cloud HD Video Meeting

Meeting ID: 943 7767 4389

Password: 980847

One tap mobile

+13126266799,,94377674389# US (Chicago)

+19292056099,,94377674389# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 943 7767 4389

Find your local number: <https://circuitcourtofcookcounty.zoom.us/u/awsYxanHS>

How to Participate

1. Litigants, defendants, and other participants will provide an email address to the Calendar 7 law clerks via CCC.ChanceryCalendar7@cookcountyil.gov to be sent an invitation to the Zoom proceeding.
 - a. If a participant does not have access to Zoom, he/she shall be allowed to participate by conference call. The Judge/host will call the litigant and place him/her on speaker during the virtual proceeding. The telephone number of a participant may be displayed on the screen.
 - b. Please send an updated service list with **accurate emails** to the Court at CCC.ChanceryCalendar7@cookcountyil.gov as soon as possible!

2. Use the information in the invitation to access the meeting. The invitation will have the meeting code and password. Use your full name to identify yourself when prompted by Zoom.
3. There will be a “Waiting Room” where you will remain until the judge is ready to start the hearing. While in a Waiting Room, a person is unable to see or hear anyone else involved in the proceedings.
4. **Mute yourself and remain on mute until it is your turn to speak.** Clicking the microphone icon will enable you to mute and unmute.
 - a. Any little noise, including typing, sneezing, shuffling papers, etc. is picked up by the microphone and interrupts the speaker.
 - b. There is a “raise hand” feature you may utilize if you feel you need to speak. A law clerk or the judge may respond by sending you a “chat” so watch for alerts.
 - c. You may also turn off video while you wait for your turn to speak.
5. Use the “gallery view” to see all of the participants at once. Use “active speaker view” to see who is actively speaking.
6. At the beginning of the hearing, the Judge, law clerk, or court clerk will state the case number and case name. Then, each participant shall state and spell their name, and indicate in what form they are participating in the virtual hearing.
7. When it is your turn to speak, identify yourself. Please identify yourself each time we change who is speaking, otherwise, the Court Reporter may have a difficult time determining who is speaking.
 - a. When you speak, please make sure that you speak slowly and clearly. Please do not speak over one another or interrupt one another.
 - b. If you have an objection, state the objection followed by your name or other identifying title. Wait until questions are completed before announcing an objection.
 - c. The Court Reporter may interrupt from time to time to clarify who is speaking.
 - d. *At least two court days prior to the hearing*, parties **shall** send all exhibits, including documents, photographs, and videos, to the law clerks at CCC.ChanceryCalendar7@cookcountyil.gov.
 - e. Proposed orders should be sent in Word format only.
8. At the end of the proceeding, click “Leave Meeting”.

Using an Interpreter

At least two court days prior to the hearing, contact the law clerks at CCC.ChanceryCalendar7@cookcountyil.gov to request an interpreter. The Judge of the Zoom Court proceeding has the ability to enable language interpretation to designate a

participant(s) as the interpreter(s) in the proceeding. The language interpreter must identify themselves for the record.

Using a Court Reporter

Only a Court Reporter can prepare an official record of a virtual court proceeding. A Court Reporter can attend the proceeding as a Zoom participant and must be invited by the Judge or law clerks. The Court Reporter is the only person authorized to record the remote Court proceeding by electronic means, stenography, or any other method. Any recording by a party or other person of a remote Court proceeding without the permission of the Court is not allowed. An admonishment regarding the use of recording devices has been included above, but best practice would be to remind witnesses and parties throughout the hearing that recording of the proceedings is strictly prohibited. (This includes screenshots of participants or the proceeding.)

Administering an Oath

The oath may be administered by the Deputy Circuit Clerk, or by the Judge. This procedure will remain the same as during a physical court appearance if all parties appear by Zoom. If there is any question as to the identity of a participant appearing by Zoom, the Judge may require identification through a driver's license or another form of identification.

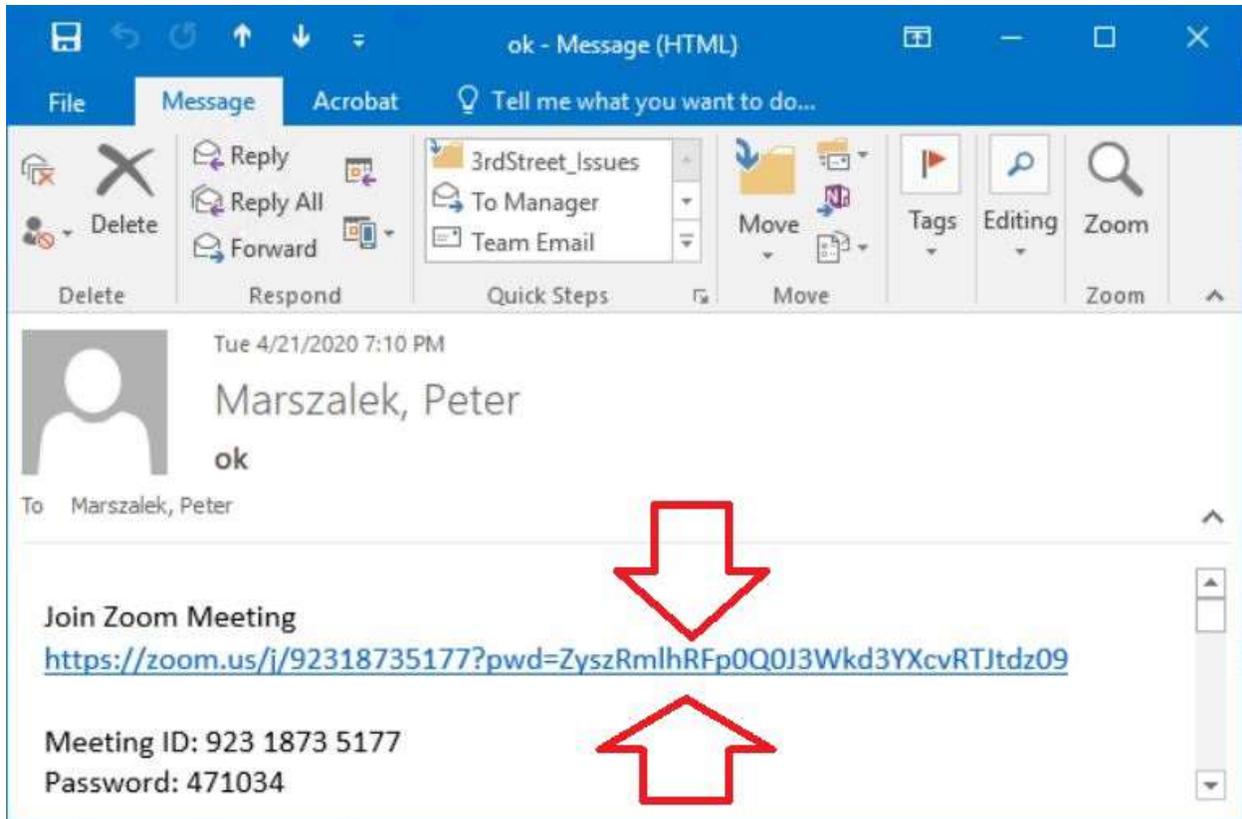
If a party is unable to appear by Zoom and is present by telephone only, the Judge must verify that the participant is the person he/she claims to be. This can be accomplished by asking other participants if they recognize the voice to be the person indicated. If verification is established, the oath can be administered as set forth above.

Attending a Zoom Meeting/Hearing

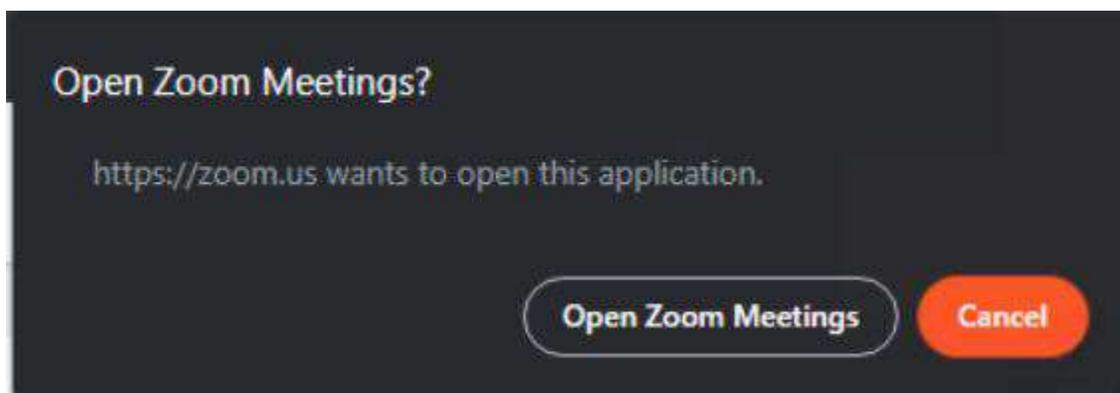
To attend a Zoom meeting/Hearing, first determine if you have an invitation sent to you via email, if you have only the meeting ID and password, or if you are calling in over the phone.

Invitation via Email

1. Open your email and locate the invitation email. Click on the link indicated below by red arrows.



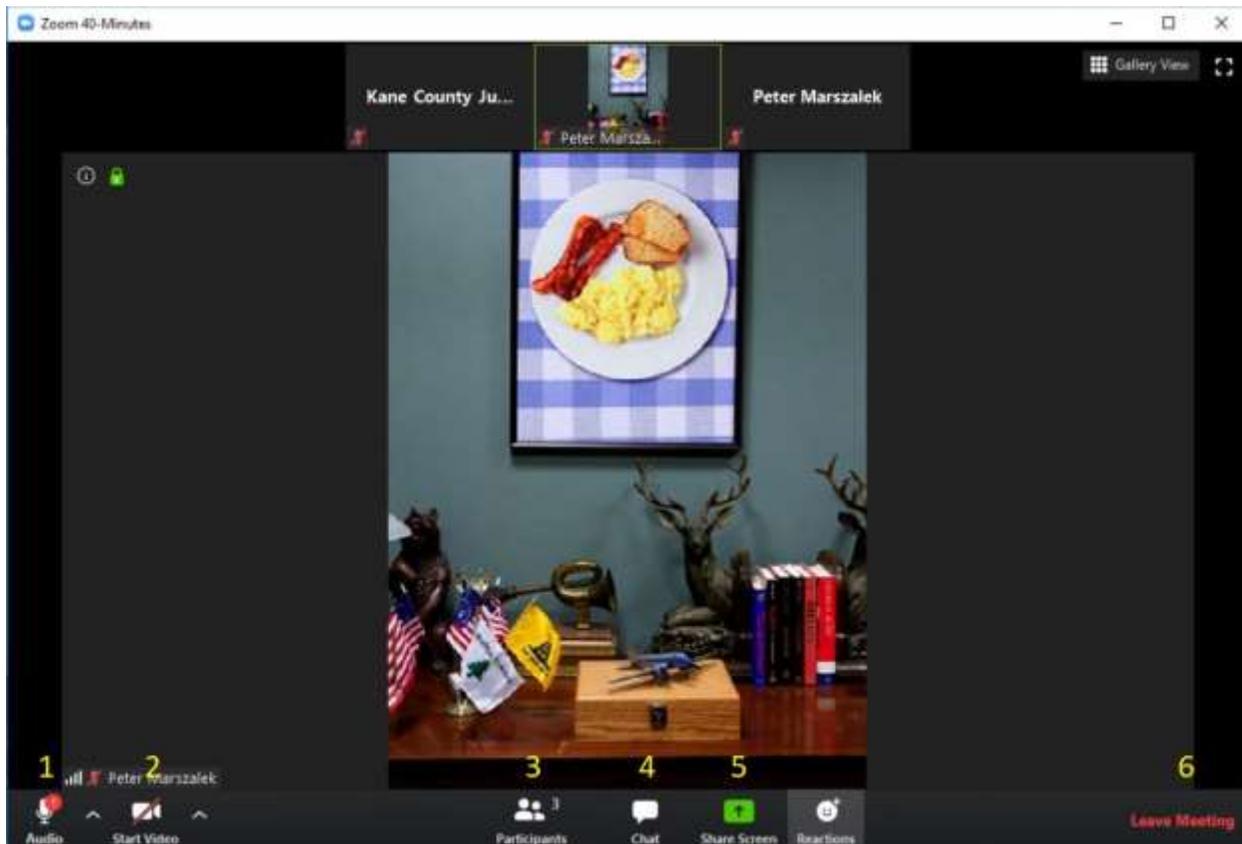
2. Your default browser will open, and a message asking to open the Zoom Desktop Application will appear (depending on your default browser, this message may look different or be worded differently) – click on “Open Zoom Meetings” or the message that allows Zoom to run / open.



3. The Zoom Desktop Client will now open. A window will appear showing your video preview. Click “Join with Video” to join the meeting with your video displayed automatically. Click “Join without Video” to join the meeting with your video display showing nothing to start (this can be changed when in the meeting).

4. You are now joining the meeting. If the host has a Waiting Room enabled, you will have to wait until they manually admit you to the meeting. When you join, select “Join with Computer Audio” from the window that appears. You are now in the meeting.

5. Now that you are in the meeting, you have several controls at the bottom of the screen to use:



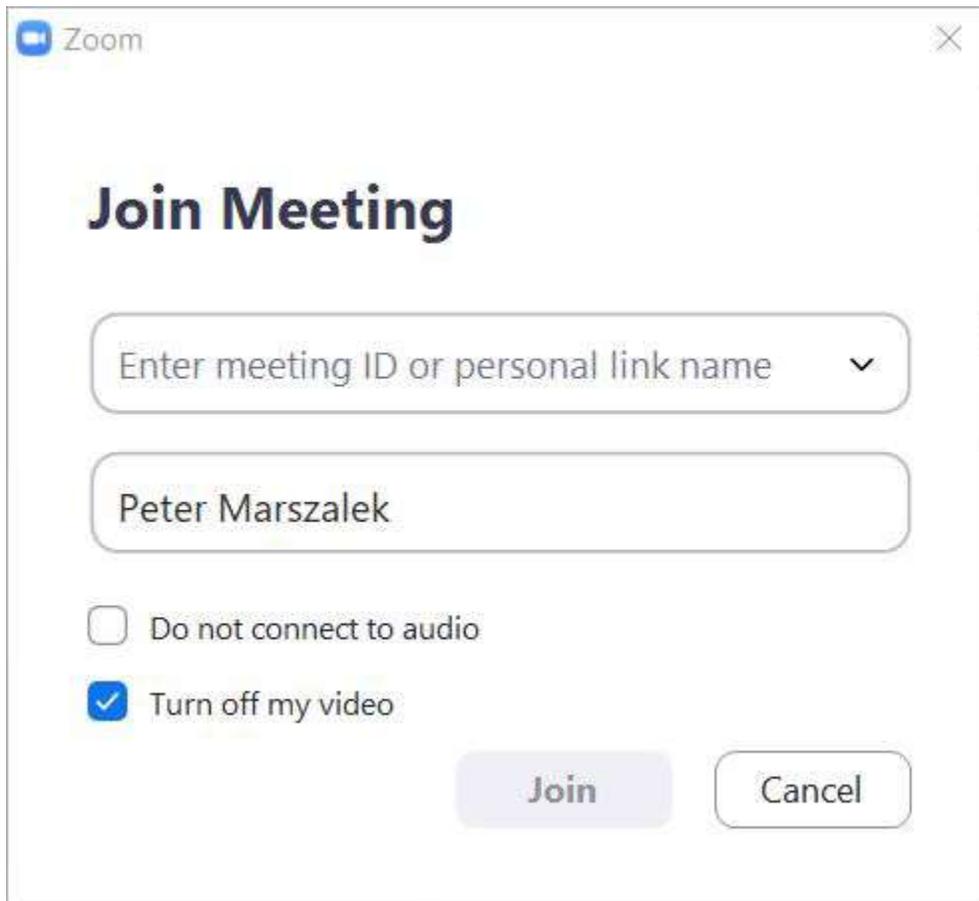
1. Audio: turn your microphone off and on.
2. Video: turn your video feed off and on.
3. Participants: see who is currently in the meeting.
4. Chat: click to open a new window where you can send messages.
5. Share Screen: share your screen, or specific files, with other participants.
6. Leave Meeting: leave the meeting.

Invitation via Meeting ID and Password

1. Double click the Zoom icon.



2. Click on the “Join” button on the main screen. A new window will pop up. Enter the meeting ID, and click “Join” when ready.

The image shows a screenshot of the Zoom application's "Join Meeting" dialog box. The window has a title bar with the Zoom logo and the word "Zoom" on the left, and a close button (X) on the right. The main content area has the heading "Join Meeting" in bold. Below the heading is a text input field with the placeholder text "Enter meeting ID or personal link name" and a dropdown arrow on the right. Underneath is another text input field containing the name "Peter Marszalek". There are two checkboxes: "Do not connect to audio" which is unchecked, and "Turn off my video" which is checked. At the bottom of the dialog are two buttons: "Join" and "Cancel".

3. Enter the meeting password in the next window that appears. Click “Join Meeting” to proceed.

4. If the host is using a Waiting Room, the following window will appear. If they are not, you will join the meeting.



Invitation to Join by Phone

1. Dial the call-in number provided.
2. When prompted, enter the meeting ID provided by the meeting host, and press the pound key (#) to proceed.
3. If the host has not started the meeting, you will be prompted to hit the pound key (#) to wait.
4. If the meeting has started, you will be prompted to enter your participant ID – press the pound key (#) to proceed without entering a participant ID.
5. Next you will be asked for the meeting password. Enter this password, and press the pound key (#) to continue.
6. Finally, you will be asked to speak your name clearly. Say your name, and press the pound key (#) to finalize the recording.
7. You will now join the meeting. ****Press “*6” on your phone to mute or unmute yourself.****