

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

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**PROCEDURES FOR REMOTE PLEA HEARINGS
USING THE ZOOM APPLICATION
(Effective 05-04-20)**

IT IS HEREBY ORDERED:

1. Beginning Monday, May 4, 2020 and until further order of Court, plea hearings will be allowed to proceed for certain cases, in the manner outlined herein, utilizing the Zoom remote conferencing application.
2. Preference will be given to those fully negotiated pleas where the defendant is:
 - a. in custody and receiving a probation disposition;
 - b. in custody and receiving a “turnaround time” disposition;
 - c. receiving a misdemeanor disposition on a reduced charge;
 - d. on electronic monitoring and receiving a probation disposition; or
 - e. on electronic monitoring and receiving a “turnaround time” disposition.
3. For all plea hearings conducted pursuant to these procedures:
 - a. The State shall prepare and provide to the defense the following:
 - i. the completed Remote Plea Agreement and Waivers Form (which is a fillable pdf form);
 - ii. if applicable, the completed Probation Forms; and,
 - iii. if applicable, any special orders (i.e., DNA, STD, O/P, Federal Gun Act).
 - b. With the exception of restitution, court fines, fees and costs shall be waived.

- c. If the defendant is pleading guilty to more than one case, separate documents must be completed for each case.
 - d. The documents indicated above may be exchanged electronically.
 - e. After receipt of the documents from the State, defense counsel must get the documents signed by the defendant. The defendant's personal hand signature is required. Typed representations will not be accepted for the defendant's signature.
 - f. Once the defense attorney has obtained the signed documents from the defendant, counsel shall file a motion requesting a Remote Plea Hearing. The Notice of Motion should set forth the specific name and manner of notice to all counsel of record, including the email address used for each attorney.
 - g. The Notice of Motion must clearly and conspicuously note in bold print whether a language interpreter is required and if so, the language involved (i.e., **SPANISH LANGUAGE INTERPRETER NEEDED**). The defense attorney must also notify the Interpreter's Office of the hearing.
 - h. In addition to opposing counsel, an email of the Notice and the Motion should be sent in pdf format to: criminalfelonyservices@cookcountycourt.com. Counsel can convert the Word document to PDF format by using the SAVE AS PDF option or by using the SAVE AS feature in Microsoft Word and then selecting PDF file type.
 - i. The State shall facilitate obtaining signed plea documents from pro se defendants and filing the request for plea hearing with the Clerk's Office.
4. Once the Clerk's Office has received the filed Motion Requesting Remote Plea Hearing, counsel will receive notice of the date, time and login credentials for the hearing. Counsel will also be notified if the Court has rejected the plea agreement or postponed the plea.

5. If the disposition is an IDOC sentence, the State shall promptly notify the Illinois Department of Corrections of the plea hearing date, so that they can make arrangements to timely process the defendant.
6. Attorneys should appear via Zoom for the plea hearing. Non-court personnel will not be allowed in the courtroom for the plea hearing.
7. If the defendant is in custody, the defense attorney shall take those steps necessary to notify the Sheriff's Department and insure the defendant's presence via the Zoom application.
8. If the defendant is out of custody or on electronic monitoring, the defense attorney must take measures to insure that the defendant has the technological ability to appear via Zoom or have the defendant present in counsel's office to participate in the hearing.
9. If the defendant is receiving a probation disposition, the defense attorney should notify the Probation Department and give the Zoom hearing information so that they can participate.
10. Relatives and other interested persons may watch the plea hearing via YouTube Live Stream on the Cook County Circuit Court's YouTube channel. The live stream URL can be found at the circuit court's website: www.cookcountycourt.org or by searching for "Cook Leighton Courtroom" on www.youtube.com or on the YouTube app.
11. For security purposes, the judge will be using the "Waiting Room" function within Zoom. Please wait in the queue until the judge admits you into the session for your particular case. If you are admitted prior to your case and the judge is hearing another matter, please wait patiently with your volume muted until the judge or court staff addresses you.
12. The judge and court reporter must be able to hear each individual talking. Please be mindful of your surroundings and background noise. All participants must conduct themselves with the same decorum required in the physical courtroom.

13. When logging into Zoom all attorneys should type in their full proper name. Individual assistant state’s attorneys and assistant public defenders not appearing with a group should place “ASA” or “APD” respectively before their full name. The State’s Attorney’s office may use the designation “CCSAO” and the Public Defender’s Office may use “CCPDO” (or other nomenclature) when several attorneys in the same office are using the same Zoom site login. Private attorneys should use the abbreviation “ATTY” before their full name. These designations should be placed in front of your name and not behind your name.
14. The defendant and any witnesses in aggravation or mitigation should be advised that the proceedings will be live streamed for public viewing.
15. After the remote plea hearing has concluded, the YouTube videos will be immediately deleted/marked private and will no longer be available online for further viewing.
16. **WARNING: Recording, video/audio taping, photographing or otherwise reproducing, saving or distributing the remote Zoom/YouTube feeds is strictly prohibited. The recording, publishing, broadcasting or other copying or transmission of courtroom proceedings by video, audio, still photography or any other means is strictly prohibited by Illinois Supreme Court Rule 68(A)(8) and is subject to the penalties for contempt of court. Mature subject matter might be streamed via the Zoom/YouTube feeds.**

Dated: April 29, 2020

ENTERED:



Hon. LeRoy K. Martin, Jr.
Presiding Judge
Criminal Division