

COURTROOM “D” REMOTE APPEARANCE PROCEDURES

1. **Practice Zoom.** Courtroom “D” remote appearance hearings use Zoom. You should become familiar with the Zoom application before trying to attend your hearing with it. You can obtain the application and watch demos and training videos at <https://zoom.us/>.
2. **Minimize background noise.** Please use a quiet location.
3. **Connect 10 minutes early.** This gives time to overcome initial connection glitches and to check in with the Court clerk, so the hearing can start on time for everyone. If you are not connected by the time the hearing starts, the Court may find that you have failed to attend.
4. **The Court clerk will check you in.** When you connect, you will be in a “Waiting room” and the Court clerk will check you in. You may be kept in the Waiting room until your case is called.
5. **Be prepared to “unmute” yourself when requested.** After you are checked in, you will be muted until your hearing begins. Zoom’s software will not let the Court unmute someone attending the hearing unless that person grants permission for the host to unmute, so when your case is called, the Court will request that you unmute (press “Unmute” if attending by video, press *6 if attending by phone). If you do not unmute when requested, the Court may find that you have failed to attend.
6. **Say your name first when you speak.** Every time you speak during your hearing, first say your name so it is clear for the record who is speaking.
7. **Speak slowly and clearly, and do not talk over anyone else.** Please speak more slowly and clearly than you usually do, so you can be heard, and wait your turn to speak, so everyone can be heard.
8. **Recording is prohibited.** The Court is audio recording the hearing for the official record, and the law strictly prohibits any other recording, unless the Court permits it.
9. **Attending by Video:**
 - a. Make sure your internet connection is dependable and your audio is enabled.
 - b. Position yourselves so that everyone attending is visible.
 - c. Position your camera so it rests still and does not move. Please do not hold it in your hand.
 - d. Wear appropriate clothing. While this is a remote hearing and you may be in your home, it still is a court proceeding and you must dress accordingly.
 - e. Do not use a virtual background.
 - f. Use a screen name that is the same as your name in the case, to ensure that there is no delay in starting your part of the hearing. If the name on the Zoom account you are using is different, you can rename yourself after you connect, for purposes of the hearing, by clicking “Rename”.
10. **Attending by Phone:**
 - a. Make sure your phone is charged, you have a clear connection, and you have enough minutes.
 - b. Listen carefully throughout the hearing, so you do not miss when your case is called.
11. **Attorneys:**
 - a. You may share the connection information with your clients so they may attend, but they should not address the Court directly unless specifically permitted to do so.
 - b. Once unmuted, you may be left unmuted while all your cases are called.
 - c. Please send these procedures to any self-represented litigants in your case, to ensure as much as possible that the hearing proceeds smoothly.
12. **You should speak with the other side before your hearing, to avoid delays and perhaps eliminate the need for a hearing.** You will not have an opportunity to negotiate or have a private conversation with the other side during the hearing, so you should speak with the other side beforehand. **If the case is resolved and you confirm this with the other side, you do not need to appear for your hearing.**
13. **Please be patient.** Remote hearings can present challenges, but we are all trying our best to make it work so you do not need to come to the Courthouse.
14. **Technical difficulties?** Contact Angela Lusk at alusk@co.champaign.il.us or (217) 384-3815.

STATE OF ILLINOIS, 6th JUDICIAL CIRCUIT CHAMPAIGN COUNTY	<p align="center"><u>NOTICE OF REMOTE HEARING</u></p>	<p align="center">FOR COURT USE ONLY</p>
<hr/> Plaintiff v. <hr/>		
Defendant		<hr/> <p align="center">Case Number</p>

THIS MATTER is set for a hearing on the ____ day of _____, 2021, at _____ o'clock __m, in Courtroom "D", for this purpose: _____.

If you fail to appear, the case may be dismissed if you are a Plaintiff, or a default judgment may be entered against you for the relief the Complaint requests if you are a Defendant.

You may appear at this hearing in any one of the following ways:

<p align="center"><u>Zoom Video</u></p> Go to https://www.zoom.us/ Click "Join a Meeting" Meeting ID: <u>950 5932 9013</u> Passcode: <u>None needed</u> You do <u>not</u> need a Zoom account, but you <u>do need</u> a device with sound and video, and a reliable internet connection. Sign in at least 10 minutes early.	<p align="center"><u>Zoom Audio</u></p> Call (312) 626-6799 (from Midwest) or your local number at https://zoom.us/j/95059329013 Meeting ID: <u>950 5932 9013</u> Passcode: <u>None needed</u> Make sure you have a reliable connection and enough minutes on your phone. Call in at least 10 minutes early.	<p align="center"><u>In Person</u></p> You may attend your hearing in person at: Courtroom "D" Third Floor Champaign County Courthouse 101 E. Main St. Urbana IL 61801 Appear at least 10 minutes early.
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TROUBLE CONNECTING? CALL: (217) 384-3815

Proof of Service

The undersigned certifies under penalties as provided by law pursuant to Section 1-109 of the Code of Civil Procedure that a true and correct copy of the foregoing Notice of Remote Hearing was sent at _____, Illinois, on _____, 2021, to the person(s) listed below at the address(es) indicated, by placing in the U.S. mail, proper postage prepaid and legibly addressed, or via e-mail (if e-mail address filed with the Court) to the address(es) indicated:

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DATED: _____

SIGNED: _____

Address: _____

Telephone: _____

Email: _____