

## **Instructions for Joining Virtual Courtroom via Zoom**

(Appearing remotely will only be available for civil matters, unless specifically ordered in Orders of Protection, juvenile, traffic, misdemeanor or felony matters)

### **I. To Join by Video and Audio with computer or smartphone:**

- a. You must create a Zoom account by going to Zoom.us and click the prompt "sign up, Its free" and follow the prompts.
- b. Once your Zoom account is created, click "Join" or "Join a Meeting".

The meeting ID's are:

Courtroom 111, Judge McAdams Meeting ID: 789 684 5871

Courtroom 112, Judge Voiland Meeting ID: 608 368 0586

Courtroom 113, Judge Pilmer Meeting ID: 876 832 2852

Courtroom 114, Judge Gleason Meeting ID: 213 267 5321

Courtroom 115, Judge Krentz Meeting ID: 994 062 2796

Courtroom 116, Judge Barnhart Meeting ID: 225 539 5458

There will not be a password for any Meeting ID.

- c. In the box "Your Name", please enter *your* full name as it appears in the court file. Then click "Join". In the event your name is not recognized from the court file, you may be placed back into the waiting room for the Judge to identify you.
- d. Message box will appear, click "Join with Video".
- e. You will be sent into the "waiting room" and be admitted by the judge.
- f. After being admitted into the meeting by the Judge, a message box will appear, click "Join with Computer Audio".

### **II. To join only by dialing in by phone:**

+1 312 626 6799 US (Chicago)

The Chicago phone number should work for people calling from the Midwest. If that number does not work, you may find your local number at:

<https://zoom.us/j/aRnQhDV4Z>

The meeting ID's are the same as above. You are unable to provide your name when joining by phone and you will be identified by your phone number.

## VIRTUAL COURTROOM ETIQUETTE

The courtroom, whether physical in-person or virtual using telephone or video technology, remains a formal and serious setting where matters involving real people and real lives are heard. Every case is important, and all participants are required to maintain court decorum in the virtual world, just as they would in person.

All individuals participating in Virtual Court proceedings must continue to observe the following well-established rules of court decorum:

- 1) Arrive on time and follow virtual platform directions.** To minimize distractions during the court proceeding, log in a few minutes before the scheduled start time and follow the Zoom instructions.
- 2) Rules for testifying remotely are the same as in court.** While testifying, you are not allowed to be coached or prompted by anyone off-screen, including your attorney. Your testimony must not be influenced by referring to notes, pleadings, documents, or any other material visible to you off screen, unless the court directs you to do so.
- 3) Dress appropriately for court.** Business attire is always appropriate for court; sweatshirts, gym clothes, Hawaiian shirts, concert t-shirts, sports team jerseys and pajamas are never appropriate. **Attorneys:** while we understand you must juggle multiple roles while working from home, you are expected to dress in the virtual world as you would in court.
- 4) Eliminate distractions.** Participating in Virtual Court proceedings often means working from home. Please try to remote in from a quiet area and minimize interruptions by others in the home.
- 5) Do not speak out of turn or interfere in testimony.** Just like an in-person court setting, the presiding judge will indicate when it's your turn to be heard. In order to prevent any accidental audio distractions, please mute your audio setting until it is your turn to speak. If another person is testifying, you may not suggest answers, make gestures, or otherwise coach a witness or a party from off camera.
- 6) Be courteous and respectful to all virtual court participants.** Use good manners; ensure that your physical and facial expressions are appropriate and uphold the dignity of a court setting. Ensure your language upholds the dignity of a court setting – no profanity.
- 7) Do Not bring food to the virtual courtroom.** This includes chewing gum. Coffee is fine, we all need coffee.
- 8) Do not use tobacco or vaping products in the virtual courtroom.**
- 9) Sit up Straight.** Show the same courtesy the Court is showing you. Do not prop your feet up on a table or chair.