



# 22<sup>nd</sup> Judicial Circuit McHenry County, Illinois Continuity of Operations

## Reestablishment Plan



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## Summary

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This has been an unprecedented time for the courts in Illinois and across the United States. Due to the unique Coronavirus-19, Illinois courts reduced case loads, limited in-court appearances to only essential matters, and dramatically changed schedules and work environments.

Upon authorization of the Illinois Supreme Court, Circuit Courts will be permitted to hear more than essential matters. The courthouse environment will change again, although it is unlikely to return to the normal we used to know. After several months of social distancing practices, self-isolation, and stay at home orders, it will take significant planning, time and effort to reestablish safe, effective, and meaningful courthouse operations.

This document outlines the 22nd Judicial Circuit's plan to resume courthouse operations. It includes strategies meant to transition the court from essential services back to a fully-functioning court system, while also providing a safe working environment for members of the 22nd Judicial Circuit, attorneys, and courthouse patrons.

## General Reestablishment Strategies

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The following strategies should be used by all patrons of the Judicial Center to promote the health and well-being of all:

1. BEFORE coming to the Michael J. Sullivan Judicial Center, check your court date & time, as many court dates and times have changed. This can be accomplished by accessing the McHenry County Circuit Clerk of the Court's website at <https://www.mchenrycountyil.gov/county-government/departments-a-i/circuit-clerk>.
2. Arrive no earlier than 15 minutes prior to your scheduled court time; leave the building promptly when finished.
3. Only people necessary to the proceeding should come to court, leave family, and friends at home.
4. Bring only your keys, photo ID, cash/credit card and court papers into the building. Only cellphones needed for court related purposes are permitted to be brought in the Judicial Center. In order to speed entry into the Judicial Center, no purses, backpacks, bags, electronics, etc. are allowed in. Also avoid wearing too much metal (large or multiple jewelry items, large belt buckles, steel-toe shoes, money clips, watches, etc.) to speed entry through building security. Metal items trigger the magnetometer, slowing entry to the

building.

5. Wearing masks, or face coverings and practicing social distancing is required in all areas of the Michael J. Sullivan Judicial Center. Any person who is experiencing fever, chills, other symptoms, or has been exposed to COVID-19 or lives with a family member who has symptoms of COVID-19, should notify their attorney or if there is no attorney representation, should notify the Circuit Clerk of the Court of their inability to appear.

All members of the court, court staff, and employees at the courthouse should abide by the following during the reestablishment process:

1. Everyone will exercise social distancing guidelines. Avoid close contact with others (six (6) feet distance) and any non-essential physical contact (i.e. handshakes).
2. Court staff may remove their face covering or mask in their office or work space when not in contact with others. Litigants, attorneys or others may remove their face covering or mask when directed to do so by the judge presiding. Judges shall exercise their discretion whether to wear a face covering or mask while conducting court proceedings.
3. Practice good cough/sneeze etiquette.
4. Clean and disinfect frequently touched surfaces and objects often.
5. Wash hands often, with soap and water for at least 20 seconds or use hand sanitizer when hand washing is not available.
6. Avoid touching your face and eyes.
7. Refrain from using other employee's phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect equipment before and after use.
8. Anyone who is experiencing fever, chills, other symptoms, or has been exposed to COVID-19 or lives with a family member who has symptoms of COVID-19, shall notify the Chief Judge, Presiding Judge, or supervisor before coming to the Michael J. Sullivan Judicial Center.

## Court Administration Offices

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Court Administration will have the following safeguards in place in order to protect employees and members of the public from exposure. All employees shall have access to Personal Protective Equipment (PPE), including masks and gloves, and shall wear a mask.

### Court Administration Office (355)

- Install sneeze/cough barrier to front counter (ordered)

- No more than two (2) members of the public; including law enforcement officials, other department personnel, attorney(s), etc. will be allowed in the Court Administration Office at any one time.
- Employees will remain at their desks and will not approach individuals at the counter. If paperwork is being dropped off, that paperwork is to be placed on the counter and will be picked up by an employee after the person dropping off the document(s) leaves, or step back.
- Initial/emergency petitions for orders of protection, no stalking orders, and civil no contact orders will be heard in Courtroom 357, if available. If Courtroom 357 is not available, Courtroom 365, or another courtroom will be used.
- Arrest warrants will be issued in Courtroom 357, if available, otherwise Courtroom 365.
- Wedding ceremonies will be held in the Judicial Center, however only 4 guests are allowed. Further, only one wedding at a time will be scheduled at specific times, in 15 minute increments (11:00am, 11:15am, 11:30am, 1:00pm, 1:15pm, 3:00pm, 3:15pm, and 3:30pm). Only four (4) Saturday weddings will be scheduled on the first and third Saturdays of the month at 8:45am, 9:00am, 9:15am, and 9:30am. When scheduling a Saturday wedding, parties will be assigned the time they are to arrive and will be scheduled from earliest to latest.
  - Parties should not show up early for their wedding ceremony. Parties will not be permitted into the Judicial Center prior to the scheduled start time.
  - Pictures will be allowed during wedding ceremonies; however as soon as the ceremony is over, parties will vacate the courtroom. No photos with the Judge will be taken.
- Family Mediation shall be held in the Arbitration Center located at 400 Russell Court on the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Tuesday of each month.
  - Upon completion of the mediation, the mediator will prepare the order, and email the order to the appropriate courtroom. Parties will appear remotely before the assigned judge.

## **Jury Commission**

The Jury Commission faces unique challenges due to the nature of the business of the Jury Commission. In order to reduce possibilities of exposure the following steps will be implemented:

- All jurors shall wear masks or face coverings. If a juror does not have a mask, or face covering, one will be provided.
- All jurors will be screened for temperature and symptoms.
- All juror badges will be collected as jurors arrive, without the assistance of Jury Assembly

personnel and jurors will be seated immediately.

- Once attendance is taken, jurors will collect their badges from the badge board
- Jury assembly room is reconfigured to accommodate social distancing
- In order to ensure that there is an adequate number of jurors to hold two (2) jury trials per week, additional seating is available in the Law Library.
- Employees will continually evaluate the number of jurors summoned.
- Work closely with judges and court administration to identify jury trials, which will not be proceeding, and call off potential jurors.

### **Law Library**

Access to Law Library resources will be limited as there is a need to utilize the Law Library space for potential jurors, which will result in the closure of the Law Library during any time that jurors are present.

- When open, the number of attorneys or members of the public granted access to the online legal resources is limited to three (3).
- Stanchions with retractable belts or other barrier will be used to maintain safe distancing for the Law Librarian.
- Cleaning and disinfection products will be available for use by members of the public, attorneys, etc., in order to clean computer equipment and surfaces.
- Until further notice, the Law Librarian will not accept money or make change for copies.

### **Self Help Center**

Access to the Self Help Center is limited to one (1) person, in addition to the Self Help Center Navigator.

- The Self-Help Center will be configured in a manner to allow for maximum social distancing.
- Due to the closed space and close proximity with Self- Help Center patrons, the desk of the Navigator will have a clear barrier in order to provide maximum protection.

### **Arbitration Center**

The Arbitration Center presents special problems due to the size of the hearing rooms in the Arbitration Center. It is not possible to maintain “social distance” in those rooms. Therefore, due to the low number of hearings scheduled in June (total of 3), these hearings should be rescheduled to July or shall be done by video.

Remote video hearings shall be the preferred platform for Arbitration Hearings for the foreseeable future.

Information will be provided to arbitrators, attorneys, and parties on how to access virtual platforms.

### **Office of Special Projects – Drug Court, Mental Health Court, DUI Court**

The Office of Special projects would resume operations using safety precautions as directed. Staff will have access to Personal Protective Equipment as well as sanitizing products available upon returning to work. In regards to the office waiting room at 400 Russel Court, chairs will be removed from the current waiting room and placed in the common hallway of the building to create a larger waiting room under the recommended guidance from health officials continuing to maintain 6 feet social distance between visitors who have been granted access to the office.

**Office visitors-** The Office of Special Projects plans to restrict general access for visitors entering the office. Reasons for a visitor to the office will need to be provided to the Director and not be allowed until such permission is approved. Should clients be granted access to the office all safety precautions will continued to be followed, the clients will text the office from outside the building to inform staff they have arrived for the scheduled appointment. Staff will escort clients to meeting space and escort clients out of the offices at the completion of their business.

**Assessments and Intakes-** The Office of Special Projects will resume accepting referrals and conducting program intakes and assessments but will restrict general access to the office for these appointments. Client assessments and intakes will be conducted via an electronic telehealth/tele therapy conferencing platform. Clients will have an opportunity to sign program documents needed at intake and assessment appointments via an electronic option to capture their signature.

**Client appointments-** Case Manager appointments will be conducted via the electronic/video platform with limited visitors to the office. Clinical team members will plan on holding all clinical treatment follow up appointments or therapy appointments via the HIPPA compliant electronic tele health program that has been in use during the Pandemic shutdown of the program.

**Program Groups-** These groups will be conducted via a virtual platform and plan to resume the second week of the clinical team returning to the office. Should the directive of not being in the office continue, the staff will begin as scheduled to conduct groups in the virtual format.



## **Department of Probation and Court Services**

Due to the number of employees in Court Services and the number of individuals that Court Services supervises and interacts with, a phased approach is necessary for reconstitution.

### ***Phase I***

1. Upon authorization of the Chief Judge, the 22<sup>nd</sup> Judicial Circuit's Court Services Department will allow employees to return to the office on a rotating basis. The rotation will be determined by the leadership team and changes to the schedule will only be permitted with approval from supervisors. Five managers (Director, Chief Managing Officers, Supervisors) and no more than six (6) employees will be permitted in the office at one time to provide for adequate social distancing measures.
2. Employees will continue to conduct all Pre-Sentence Investigation Report and Social History Investigation interviews via telephone; other assessments will continue to be conducted in compliance with McHenry County Jail protocols and/or telephonically.
3. Installs for Electronic Monitoring/Home Detention will continue to take place as required by the Court.
  - a. Employees will wear gloves, mask, face shields when interacting with clients.
  - b. Employees will sanitize doors, table or counter tops, etc.
4. Field Visits will not be regularly scheduled during Phase I and Phase II. If a field visit is required officers must first get approval from the Director of Court Services. Employees are required to wear PPE (gloves, mask, hair covering) during the entire visit and will be required to have a change of clothes available to conduct the visit. Employees will practice social distancing strategies within the homes of clients
5. During Phase I, all other client contact will be done remotely. Officers are allowed to make those contacts telephonically, via text, email, or Zoom/Skype or similar platform. Officers are encouraged to complete those contacts when they are working remotely and reserve office hours for tasks that cannot be completed remotely
6. Office and Lobby:
  - a. The lobby will have no more than five (5) available plastic chairs; these chairs will be spaced according to recommended social distancing and will be wiped down after each use.
  - b. Tape will be placed on the floor at the window and clients will be directed to remain behind the line unless asked to sign documents; if asked to sign at the window, employees will move away from the window and sanitize the area after use.
  - c. Clients will be asked screening questions before they are permitted to meet with

their officer

- d. Hand sanitizer will be placed in the lobby for client use
- e. Signage will be placed to requiring masks or face coverings, and encouraging social distancing, hand washing, and use of hand sanitizers
- f. After each use the interview room, LCR and temporary meeting space tables, chairs, door handles, and all other equipment will be sanitized using provided wipes
- g. Employees will wear gloves when receiving any documentation from clients, other courthouse employees and when opening external mail; employees will wash hands after handling both.

### ***Phase II***

1. Phase II to will begin at the discretion of the Director of Court Services, and with the concurrence of the Trial Court Administrator.
2. Employees will continue work on a rotation schedule as determined by leadership team; but will allow for twelve (12) employees in the Office.
3. During Phase II officers may schedule in office visits for high-risk/high-need and mod-high risk/mod-high need clients utilizing the available office appointment schedule.
4. Drug Court, MHC and DUI Court assessments can resume in office by appointment utilizing the available office appointment scheduled.
5. All other clients will continue to be contacted using remote technology. Officers will continue to utilize remote work time for report writing and other paperwork, as well as, contacts for moderate to low risk/need clients
6. Pre-Sentence Investigation Report and Social History Investigation interviews via telephone; other assessments will continue to be conducted in compliance with the McHenry County Jail protocols and/or telephonically.
7. All Juvenile Preliminary Inquiry/Intakes and Diversion Intakes shall be conducted using remote technology.
8. Field Visits will not be regularly scheduled during Phase I and Phase II. If a field visit is required, officers must first get approval from the Director of Court Services.
9. Employees will be required to wear PPE (gloves and mask, cover hair) during the entire visit and will be required to have a change of clothes available to conduct the visit.
10. Employees will continue to conduct all Pre-Sentence Investigation Report and Social History Investigation interviews via telephone; other assessments will continue to be conducted in compliance with the McHenry County Jail protocols and/or telephonically.

11. Officers will continue to utilize remote work time for report writing and other paperwork, as well as, contacts for moderate to low risk/need clients

12. Drug & Alcohol Testing:

- a. Drug testing is available for Problem Solving Courts (PSC) participants, selected High Risk Clients and Pre-Trial/Bond Conditions clients during Phase II
- b. Normal testing via urine sample will be the primary testing procedure.
- c. PharmChem Drug Patches will be used only when appropriate.
- d. Employees will wear gloves/mask when interacting with clients.
- e. Employees will sanitize doors, table or counter tops, faucets etc., after each client and at the end of the given testing window.

13. Electronic Monitoring/Home Detention

- a. Installs will continue to take place as required by the Court.
- b. Employees will wear gloves/mask when interacting with clients (face shields and gowns optional).
- c. Staff will sanitize doors, table or counter-tops , EM equipment, tools, etc.

14. Office and Lobby:

- a. The lobby will have no more than five (5) available plastic chairs; these chairs will be spaced according to recommended social distancing and will be wiped down after each use.
- b. Tape will be placed on the floor at the window and clients will be directed to remain behind the line unless asked to sign documents; if asked to sign at the window, employees will move away from the window and sanitize the area after use.
- c. Clients will be asked screening questions before they are permitted to meet with their officer
- d. Hand sanitizer will be placed in the lobby for client use
- e. Signage will be placed requiring masks or face coverings, and encouraging social distancing, hand washing, and use of hand sanitizers
- f. After each use the interview room, LCR and temporary meeting space tables, chairs, door handles, and all other equipment will be sanitized using provided wipes

### *Phase III*

1. Phase III to will begin at the discretion of the Director of Court Services, and with the concurrence of the Trial Court Administrator.
2. Employees will continue work on a rotation schedule as determined by leadership team; but will allow for twenty (20) employees in the Office, in addition to members of the management team.
3. Employees will continue to conduct all Pre-Sentence Investigation Report and Social History Investigation interviews via telephone; other assessments will continue to be conducted in compliance with the McHenry County Jail protocols and/or telephonically.
4. Officers will continue to utilize remote work time for report writing and other paperwork, as well as, contacts for moderate to low risk/need clients
5. Installs for Electronic Monitoring/Home Detention will continue to take place as required by the Court.
  - a. Employees will wear gloves, mask, face shields when interacting with clients.
  - b. Employees will sanitize doors, table or counter tops, etc.
6. If a field visit is required officers must first get approval from the Director of Court Services. Employees will be required to wear PPE (gloves and mask, cover hair) during the entire visit and will be required to have a change of clothes available to conduct the visit. Employees will practice social distancing strategies within the homes of clients.
7. During Phase II officers may schedule in office visits for *high-risk/high-need clients only*. All other clients will continue to be contacted using remote technology.
8. Juvenile Preliminary Inquiry/Intakes and Diversion Intakes may resume at the discretion of the Deputy Directors; however, all Juvenile/Diversion Intakes will need to be completed in the Large Conference Room to provide adequate social distancing space; these Preliminary Inquiries will need to be coordinated via an availability schedule for the LCR.
9. Drug Court Program, MHC and DUI Court assessments can resume in office or emergency evaluations
10. Office and Lobby:
  - a. The lobby will have no more than five (5) available plastic chairs; these chairs will be spaced according to recommended social distancing and will be wiped down after each use.
  - b. Tape will be placed on the floor at the window and clients will be directed to remain behind the line unless asked to sign documents; if asked to sign at the

window, employees will move away from the window and sanitize the area after use.

- c. Clients will be asked screening questions before they are permitted to meet with their officer
- d. Hand sanitizer will be placed in the lobby for client use
- e. Signage will be placed to encourage social distancing, hand washing, and use of hand sanitizers
- f. After each use the interview room, LCR and temporary meeting space tables, chairs, door handles, and all other equipment will be sanitized using provided wipes

#### ***Phase IV***

1. Phase IV will begin at the discretion of the Director of Court Services, and with the concurrence of the Trial Court Administrator. Phase IV will remain in effect until such time as it is determined to resume all normal protocols and schedules.
2. All employees will return to work on a regular work schedule.
3. Employees will continue to conduct all Pre-Sentence Investigation Report and Social History Investigation interviews via telephone; other assessments will continue to be conducted in compliance with the McHenry County Jail protocols and/or telephonically.
4. Field Visits will resume for Problem-Solving Court participants, high risk clients, and HD participants. Employees will be required to wear PPE (gloves and mask, cover hair) during the entire visit and will be required to have a change of clothes available to conduct the visit. Employees will practice social distancing strategies within the homes of clients.
5. During Phase IV officers may schedule in office visits for high risk/high need and moderate risk/moderate need clients only. All low risk/low need clients will continue to be contacted using remote technology.
6. Juvenile Preliminary Inquiry/Intakes may resume at the discretion of the Deputy Directors; however, all Juvenile Intakes will need to be completed in the LCR to provide adequate social distancing space; these Preliminary Inquiries will need to be coordinated via an availability schedule for the LCR.
7. Drug Court, MHC and DUI Court program assessments can resume in office.
8. Drug testing is available for all clients.
9. Electronic monitoring will continue to take place as required by the Court.
10. Office and Lobby:

- a. The lobby will have plastic chairs available (number TBD- based on recommended social distances measures at that time); staff will sanitize chairs, clipboards, pens, etc after each use.
- b. Tape will be placed on the floor near the reception window and clients will be directed to remain behind the line unless asked to sign documents; if requiring a client to sign documentation at the window, staff will move away from the window and sanitize the area after use.
- c. Clients will be asked health screening questions prior to being permitted beyond the lobby.
- d. All clients must have their temperature checked before entering the office.
  - i. Temperatures of 100.4 degrees or above must be reported to management and proper measures must be taken to limit potential exposure.
- e. Hand sanitizer will be placed in the lobby for client use.
- f. Signage will be placed requiring masks or face coverings, and encouraging social distancing, hand washing, and use of hand sanitizers.
- g. After each use the interview room and temporary meeting space tables, chairs, door handles, and all other equipment will be sanitized using provided wipes.

## McHenry County Circuit Clerk's Office

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The Circuit Clerk will have the following safeguards in place in order to protect employees and members of the public from exposure. All employees shall have access to Personal Protective Equipment (PPE), including masks and gloves, and shall wear a mask.

### **Circuit Clerk's Office (136)**

- The Circuit Clerk's first floor office is already completely enclosed with glass. To address areas where social distancing was more difficult, germ shields were placed between the employee work stations in windows 5, 6 and 7. A stand-up barrier was also purchased and placed between the customers at windows 6 and 7 to create a barrier. Payment windows 2 and 4 will remain closed, creating more distance between both the employees and customers at those windows.
- Queue lines were reconfigured at all customer service windows outside Room 136 and social distancing markings will be added to the floor as guides to the public to maintain social distancing while waiting in line for service.
- One public terminal was removed from the Viewing Room in Room 136 to increase the space between public viewing terminals. A stand-up barrier was purchased and placed between two of the stations to further increase the protection for public using those stations.
- Only 3 customers will be allowed in the Public Viewing Room at a time, one person at each station. 3 stand-up viewing stations are also available in the hall outside Room 136, each of which has a barrier between them.
- Sanitizing wipes will be made available in the viewing rooms for public use in wiping down public viewing work stations and scanners.
- Petitioners for Orders of Protection are creating their Petition electronically using a web-based application, and also signing their Petition using a cell phone application eliminating the sharing of equipment.
- Furniture has been reconfigured in the first floor employee breakroom and chairs removed to further encourage social distancing in employee areas.

### **Circuit Clerk's Office (353)**

- Glass partitions were purchased and installed to create a barrier at the previously open service counter in Room 353. Wooden barriers were repurposed from the Circuit Clerk's former Civil counter in Room 356 to create further separation between employees and public in that space.

- Furniture and public viewing terminals have been removed from the Public Viewing Room in Room 353 to increase the space between public viewing terminals. Stand-up barriers were purchased and have been placed between the viewing stations to further increase the protection for public using those stations.
- Sanitizing wipes will be made available in the viewing rooms for public use in wiping down public viewing work stations and scanners.
- Only 4 customers will be allowed in the Public Viewing Room at a time, one person at each station.
- Only 1 customer at a time will be allowed at the customer service counter in Room 353. Signage and social distancing markings will be installed outside the door of Room 353 directing the public to wait for the next available clerk to assist them, rather than waiting inside the office.
- Furniture has been reconfigured in the employee breakroom and chairs removed to further encourage social distancing in employee areas.

### **Courtrooms (Clerk Stations)**

- Plexiglas germ shields have been installed around the clerk stations in all 19 courtrooms.
- Electronic Orders being approved by the judge and automatically sent to newly purchased networkable printers are being implemented in the Criminal courtrooms to reduce clerk contact with paper orders.
- Civil and Family courtrooms are also increasing their use of proposed orders and electronic orders to reduce contact with paper orders.
- Increased use of virtual Zoom courtrooms is also being used by the 22<sup>nd</sup> Circuit which will reduce clerk exposure in courtrooms.

### **Turning Point Office**

- Working with Turning Point to identify replacement desks, reconfigure their office space, and provide Plexiglas germ shields to allow for social distancing while meeting with clients.



## Courtrooms

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All of the courtrooms in the Michael J. Sullivan Judicial Center have been cleaned and sanitized by Facilities Management. In addition, the Chief Circuit Judge, Circuit Clerk of the Court and the Trial Court Administrator in order to establish protocols for protective measures, has evaluated all courtrooms, and the following steps have been taken.

- Social distancing decals have been placed on the floor.
- Seating has been marked.
- Germ shield have been installed in some courtrooms.
- Hand sanitizer is present in all courtrooms.
- Surface cleaner and disinfectant is present in all courtrooms.

Additionally, each division of the court, Criminal, Family, and Civil, evaluated their pre-COVID-19 practices and has put forth the following plans in order to successfully manage their court proceedings.

## **Criminal Division**

### ***Traffic Court – CR 102***

- During the week of May 26-29, 2020, CR 102 launches a pilot program for remote court appearances via Zoom. Remote appearances will be offered as an option for defendants wishing to appear in that format. The Clerk has sent notices to the appropriate parties and to counsel with necessary directions.
- This pilot remote appearance program will be reviewed in early June and, depending upon its success, remote appearances may be offered in the future.
- When the Justice Center reopens such that in-person attendance is permitted in CR102, the number of people permitted in the courtroom will be limited and social distancing will be implemented. Guidance will be provided for litigants sitting and standing in the courtroom via floor and seat markings.
- While social distancing is being practiced, we will eliminate the practice of litigant check-in with the clerks in CR102. The Court will call litigants forward based upon where the person is seated in the courtroom.
- Several pieces of physical equipment will be moved within the CR102. For instance, the viewing screen used to display the Sentencing Order will be moved so that it is more readily viewable by litigants standing at a distance from the bench.
- The Clerk has re-scheduled June cases so that the court calls scheduled in CR102 are not as voluminous as they would regularly be. Similar re-scheduling efforts may take place for future months in the event in-person appearances with social distancing measures continue.
- Future scheduling will also be staggered to reduce number of people in the courtroom as follows:
  - a. Initial Pleas 8:30 a.m. or 1:30 p.m.
  - b. Post-Disposition matters 9:30 a.m. or 2:30 p.m.
  - c. Bench Trials & Hearings 10:00 a.m. or 3:00 p.m.

Also, the Court is amenable to beginning the calls approximately 15 minutes early, if all appropriate parties are ready to proceed, to handle cases where the defendant is represented by an attorney. In this way, attorneys can be accommodated and self-represented litigants will have shorter waiting times.

### ***Misdemeanor Court – CR 104***

- Cases involving defendants represented by attorneys be heard at 8:30 a.m. or 1:30 p.m.

- For cases set for status or plea, a defendant's first AAL (Appearance After Lockdown - first court appearance after 6/1/2020) would be waived and a date 30/60/90 days would be set.
- Impose a cap on the number of cases to be set on a particular date to control size of future calls.
- The Defendant would be expected to appear on the second AAL, unless represented by an attorney.
- Petitions to Revoke: defendant's appearance is NOT waived.
- Clerk will publicize to attorneys that defendant's appearance on misdemeanor cases is waived for the first Status or Plea date after the lockdown through the following media:
  - Posting on Clerk's Attorney Access Portal
  - Email notice to McHenry County Bar Association
  - Email notice to all Attorney's with Attorney Access Portal Accounts
  - Posting on Circuit Clerk's website
- Future scheduling will be adjusted to reduce crowding in CR 104 limit number of people coming into the courtroom.
 

➤ Pre-Disposition matters (Plea, Status, etc.)	8:30 a.m. or 1:30 p.m.
➤ Post-Disposition matters (PTR, Release, etc.)	9:30 a.m. or 2:30 p.m.
➤ Bench Trials & Hearings	10:00 a.m. or 3:00 p.m.
- Approximately 20 defendants would be called into the courtroom at a time. When their business with the Court is finished, the next approximately 20 defendants would be brought into court, and so on.
- Any hearings/trials will be held after the pleas/status/PTR's are heard.
- Courtrooms 301 and 303 will keep post disposition matters in those courtrooms to reduce future court calls in Courtroom 104

***Misdemeanor Jury – 301 & 303***

- Most of the cases on any given call are for status.
- For cases set for status or plea, a defendant's first AAL (Appearance After Lockdown) would be waived and a date 30/60/90 days would be set. Way to stagger cases and reduce the size of future court calls.
- The Defendant would be expected to appear on the second AAL, unless excused by the trial judge.

- Option for attorneys to appear virtually on cases set for:
  - Plea/status
  - Hearings involving argument only
- Impose a cap on the number of cases to be set on a particular date to control size of future calls.
- All Petitions to Revoke involving cases from CR301 & CR303 will remain in those courtrooms and will not be returned to CR104.

***Felony Court – 302 & 304***

- Due to the nature of these cases, it is not advisable to simply waive a defendant’s appearance in court. However, a judge may use discretion and waive a defendant’s appearance.
- However, to keep the size of the calls down, dates for plea/status will be staggered using the 30/60/90 day formula set forth above.

***Domestic Violence And Problem Solving Courts – 203***

**Domestic Violence Court – M-F at 9:00 a.m.**

- Cases set for status or plea, the defendant’s first appearance after lockdown (AAL) will be waived;
- Status dates of 30/60/90 days in the future will be set to stagger calls and keep numbers down;
- Cap on number of cases set for plea or status on a given date.
- Option for attorneys to appear virtually on cases set for:
  - Plea/status
  - Hearings with argument only

**Problem Solving Courts -- Wed, Thu, and Fri at 2:30 p.m.**

- Status hearings may include both mandatory in – person and virtual court appearances.
- Continue staffing cases virtually for foreseeable future.
- Attorneys may appear virtually for cases set for status.

***Rights Court***

Since the activation of the Continuity Operations Plan on March 15, 2020, Rights Court has been held remotely in a “virtual courtroom.” Rights Court will continue to be held via a video/audio connection with the McHenry County Jail.

Rights Court may be moved to Courtrooms 301/303 during the week and Courtroom 104 on weekends and holidays. Any changes to room assignments will be announced.

## **Family Division**

Once the Court is able to hear more than emergency and essential matters, the Family Division will resume operations in a way that (1) limits the number of people in a courtroom and in that wing of the courthouse at any one time, (2) allows for efficient court appearances and avoids unnecessary court appearances, (3) takes advantage of orders and processes that allow cases to progress through remote appearances and agreed orders. The following protocols will be put into place:

1. **Implementation of an 11:00 AM Status Call.** The Clerk’s office should divide in half all matters currently set for 9:00 AM. One half of those cases should be continued to a future date and remain scheduled at 9:00 AM. The second half of those cases should be continued to a future date and scheduled at 11:00 AM.

2. **9:30 Hearing Call.** Matters currently scheduled for hearing at 9:30 AM will proceed as scheduled. The judges will expect that summary hearings are, in fact, summary, and that all hearings are handled quickly and efficiently.

When necessary on a busy morning, cases should be temporarily reassigned in order to conduct a hearing and resolve the issue, rather than rescheduling the matter to a future date. Reassignments should first go to Judge Zalud, if available, prior to other judges in the division.

Courtesy copies of pleadings, financial affidavits and attendant documents shall be electronically provided to the responsible judge and in accordance with the local rules. At the hearing, attorney will present their respective arguments and the judge will rule.

3. **Implementation of 8:30 AM and 1:00 PM Calls.** At their discretion, Family Division judges may schedule matters at 8:30 AM and 1:00 PM that require additional attention or special setting in order to avoid delay in the 9:00 AM or 11:00 AM status calls. For example, a complex matter with multiple parties may be scheduled at 8:30 AM to allow for additional time at the bench without multiple attorneys waiting in line. Or, a matter with a SRL that has difficulty attending court in the morning may be set at 1:00 PM in order to avoid an unnecessary DWP or an unnecessary delay waiting for a party to appear.

4. **Court schedule.** Given the above, court calls in the Family Division will look like this, with parenthetical notations regarding rescheduling due to the pandemic.

TIME	ACTIVITY
8:30 a.m.	Special setting at judge’s discretion.

9:00 a.m.	Status dates, case management dates, returns on summon, presentment of motions. (One half of the currently scheduled 9:00 a.m. matters will remain at this time.)
9:30 a.m.	Hearings on contested motion that are summary in nature or involve limited evidentiary matters. (Cases that are currently set for 9:30 a.m. can remain set at 9:30 a.m. on their future date. Additional cases will be scheduled for hearing at this time by the judge.)
11:00 a.m.	Status dates and case management dates. (One half of the currently scheduled 9:00 a.m. matters will be rescheduled to this time.)
1:00 p.m.	Special setting at judge's discretion.
1:30 p.m.	Trials, evidentiary hearings, and other matters specifically set by the Court. (Matters currently scheduled for a 1:30 time and affected by the pandemic are being rescheduled to 9:00 am or 11:00 am for status and re-setting of the hearing or trial.)

5. **Pretrial and Trial Conferences.** Judges will schedule pretrial settlement conferences and trial conferences at their convenience and at the convenience of the parties and will require, or strongly encourage, participation via electronic means. Assuming electronic appearances, pretrial conferences can be conducted prior to the 8:30 call, over the lunch hour, or during the afternoon.

6. **Maintain Scheduling Limits.** In light of the creation of an 11:00 AM call and an 1:00 PM call, the Court will be mindful of promptly recessing no later than 12:00 PM in order to provide a sufficient break for courtroom staff. Additionally, the judges will work to maintain reasonable caseloads for each day so that cases are called and completed within the expected timeframe.

7. **Review of Existing Cases.** The Clerk's office should provide each Family Division judge his respective court calls from May 18, 2020 thru July 31, 2020. Each judge will review his court calls to identify any cases that should be specially scheduled. A unique order can be prepared and entered and the parties can be advised accordingly.

8. **Courtroom Arrangements.** In the courtroom, podiums and/or floor markings will be used to keep the attorneys and litigants a reasonable distance from the bench and prevent the congregation of individuals in the well of the courtroom.

As necessary, attorneys, litigants, and anyone appearing in the courtroom shall use P.P.E.'s and maintain social distancing, including sitting every third seat in the jury box and sitting at least 6 feet apart in the gallery. Likewise, while in the Judicial Center, attorneys, litigants, and anyone else shall enter and exit courtrooms in a timely manner, avoid

unnecessary appearances, and maintain social distancing while in the hallways and conference rooms. No one that is sick or experiencing any symptoms of illness should enter the building.

9. **Remote court appearances.** Once available, the Family Division judges can implement remote appearance opportunities for hearings or court calls.

10. **MCBA Family Division Roundtable.** In conjunction with the MCBA, the Family Division Judges will conduct and participate in a “Virtual” Round Table Discussion in the near future. During the presentation, the Family Division judges will convey the above protocols to the participants, and request their cooperation with the following:

- A. Continue to submit agreed orders via [proposedorders@22ndcircuit.illinoiscourts.gov](mailto:proposedorders@22ndcircuit.illinoiscourts.gov), remembering that orders need to be submitted at least 48 hours in advance to ensure review and entry prior to the court date.
- B. Represented parties should be discouraged from unnecessarily attending court with their attorney.
- C. Negotiations should be done outside of the Judicial Center, prior to court, to the greatest extent possible.
- D. Pre-hearing or pre-trial preparation with clients and witnesses should be done prior to court, outside the Judicial Center, to the greatest extent possible.
- E. Parties and witnesses should not come to the Judicial Center more than 30 minutes prior to their scheduled court time, unless exceptional circumstances exist, such as SRL’s needing to utilize the law library.
- F. Exhibits and documents for hearings and trials shall be in electronic form and submitted to other parties and the Court prior to the court date.

## **Juvenile Division**

Once the Court is able to hear more than emergency and essential matters, the Juvenile Division, when hearing the abuse, neglect and dependency call, will resume operations in a way that (1) limits the number of people in a courtroom and in that wing of the courthouse at any one time, (2) allows for efficient court appearances and avoids unnecessary court appearances, (3) takes advantage of processes that allow cases to progress through agreed orders. The following protocols will be put into place.

### ***Juvenile Abuse, Neglect & Dependency Cases***

1. **Thursday and Friday Court Days.** Juvenile abuse, neglect and dependency cases will continue to be heard on Thursdays and Fridays, unless specifically scheduled by the Court. Juvenile Shelter-Care Hearings will continue to be scheduled as needed, pursuant to the statutory time-lines. Pre-adjudicatory matters will generally be heard between 8:45 a.m. and 9:30 a.m. Post-adjudicatory matters will generally be heard between 9:30 a.m. and 12:00 p.m. Pre-adjudicatory hearings, and trials on abuse, neglect and dependency petitions and petitions for termination of parental rights will generally be heard between 1:30 p.m. and 4:30 p.m.

2. **Case Load Limitations.** The court call shall be limited to a maximum of twenty (20) cases, involving a maximum of ten (10) families on any given morning and hearings on motions, and trials on abuse, neglect and dependency petitions and petitions for termination of parental rights involving one (1) family on any given afternoon, unless specially scheduled by the Court. Individuals appearing on any given case shall be limited to respondent-parents/guardians, attorneys of record, the GAL, one agency case-worker or their supervisor, the CASA supervisor, and one (1) foster-parent (exclusive of courtroom personnel).

Courtroom 101's immediate waiting room shall be limited to a capacity of ten (10) individuals at any given time. Respondent-parents/guardians are encouraged to wait in the parking lot and only enter the Judicial Center fifteen (15) minutes prior to their designated appearance time, or after being contacted by their attorney indicating their case is about to be called. Cases will be called in the order in which they appear on the court call and at their designated time. If the case is called and a necessary participant is not present, the case will be re-called only after the court has proceeded through the remaining matters scheduled at the same time.

3. **Implementation of a 9:30 AM Status Call on the First (1<sup>st</sup>) and Third (3<sup>rd</sup>) Monday of each Month.** The court call will begin at 9:30 a.m. hearing juvenile abuse, neglect and dependency petitions involving "intact" families in which the respondent-parents/guardians have been served with notice and ordered to appear in Courtroom 101 on cases filed by the State's Attorney's Office and scheduled for first appearance and admonishment of rights.



4. **Implementation of an 8:45 AM Status Call.** Cases that are pre-adjudication and scheduled for status or setting of trial will be handled between 8:45 a.m. and 9:30 a.m. Pre-adjudication matters set for status currently scheduled for 9:00 a.m. will proceed as scheduled. The court will expect that all such matters are handled quickly and efficiently. Although respondent-parents/guardians have a right to be present, the respondent-parents/guardians' attorneys are encouraged to waive their presence when there will be no dispositive matters resolved. The Court will in no way draw a negative inference from their absence.

5. **9:30 AM Call.** Post-adjudicatory matters set for disposition, permanency review, permanency hearing, presentment of motions and transfer cases will be heard between 9:30 a.m. and 11:00 a.m.

6. **11:00 AM Hearing Call.** Hearings on motions requesting modified visitation, restoration of custody and/or guardianship and cases requiring additional attention will be heard between 11:00 a.m. and 12:00 p.m. If a hearing on these matters was previously-scheduled for 10:00 a.m., it will be moved to 11:00 a.m.

7. **1:30 PM Call.** Trials on abuse, neglect and dependency petitions and petitions for termination of parental rights and other matters specifically scheduled by the Court requiring additional attention will be heard between 1:30 p.m. and 4:30 p.m. All previously scheduled hearings on motions, trials on abuse, neglect and dependency petitions and petitions for termination of parental rights previously scheduled prior to the implementation of the "Continuity of Operations COVID-19 Pandemic Protocols" and currently set for status at 9:00 a.m., will be rescheduled to a future date, beginning at 1:30 p.m.

8. **Schedule Going Forward.** Given the above, the abuse, neglect and dependency court calls on Mondays, Thursdays and Fridays in the Juvenile Division will follow this schedule going forward:

TIME	ACTIVITY
8:45 a.m.	Pre-adjudication cases scheduled for status, status of parent-child visitation, return on subpoena, paternity, motions and scheduling hearing or setting of trial.
9:30 a.m.	Petitions for adjudication of ward-ship filed and served on "intact" families, returnable and scheduled for first appearance and admonishment of rights, will be scheduled on the <b>1<sup>st</sup> and 3<sup>rd</sup> Monday</b> of the month. On <b>Thursdays and Fridays</b> the Court will hear post-adjudicatory matters set for disposition, permanency review, permanency hearing, presentment of motions, and status

of cases requesting transfer to McHenry County and status of cases pending transfer to other jurisdictions.

- 11:00 a.m. Hearings on motions requesting modification of visitation, restoration of custody and/or guardianship and cases requiring additional attention.
- 1:30 p.m. Hearings on Motions, adjudicatory hearings/trials and dispositions/ sentencing or any other matter specially scheduled by the Court.

9. **Guardians' ad litem.** The requirement that the GAL conduct personal, in-person interviews and on-going in person contact with the minor(s), and foster parents or other care givers pursuant to 705 ILCS 405/2-17(8), is hereby suspended until further order of Court. The GAL is permitted to have telephonic and/or electronic contact, such as "Facetime" "Zoom" or "Skype", as the circumstances may dictate, with the minor(s), and foster parents or other care givers in conformity with Sec. 2-17 (8), until further order of Court.

10. **Trial Conferences.** The Court will schedule trial conferences at their convenience and at the convenience of the State's Attorney, attorneys of record, the GAL and the Juvenile Division of McHenry county Court Services and will strongly encourage, participation via electronic means. Assuming electronic appearances, 402 and trial conferences can be conducted prior to the 8:45 call, during the afternoon, or as specifically scheduled by the Court.

11. **Maintain Scheduling Limits.** In light of the creation of a 9:30 a.m. call on the first (1<sup>st</sup>) and third (3<sup>rd</sup>) Monday of each month, and an 8:45 a.m. call on Thursday and Fridays, the Court will be mindful of promptly recessing no later than 12:00 p.m. in order to provide a sufficient break for courtroom staff. Additionally, the Court will work to ensure that cases are called and completed within the expected timeframe.

12. **Courtroom Arrangements.** In the courtroom, counsel table and/or floor markings will be used to keep the minor-respondents, respondent parents/guardians attorneys appropriately distanced from one another in an effort to maintain social distancing requirements.

As necessary, attorneys, party-respondents and anyone appearing in the courtroom shall use P.P.E.'s and maintain social distancing, including sitting at least 6 feet apart in the gallery. Likewise, while in the Judicial Center, attorneys, litigants, and anyone else shall enter and exit courtrooms in a timely manner, avoid unnecessary appearances, and maintain social distancing while in the hallways and conference rooms. No one that is sick or experiencing any symptoms of illness should enter the building.

13. **Additional Protocols.** In conjunction with the above protocols, the Court respectfully requests the cooperation of the attorneys, respondent-parties, case workers, other necessary parties/individuals and any other individual required to appear in court with the following:

- A. Submit proposed agreed orders via [proposedorders@22ndcircuit.illinoiscourts.gov](mailto:proposedorders@22ndcircuit.illinoiscourts.gov) to the responsible judge's attention, for routine pre-adjudication matters, (other than requesting hearings on motions, other related matters and/or adjudicatory hearings/trials) such as returns on subpoenas and continuing negotiations and for routine post-adjudicatory matters, such as permanency reviews where parties agree that reasonable efforts and substantial progress is being made by all necessary parties toward the 'permanency goal' set by the Court and there are no other contested issues pending or requests for continuances based upon inpatient treatment, transportation issues or illness.
- B. Negotiations should be done outside of the Judicial Center, prior to court, to the greatest extent possible.
- C. Pre-hearing or pre-trial preparation with clients and witnesses should be done prior to court, outside the Judicial Center, to the greatest extent possible.
- D. Minor-respondents, respondent-parents/guardians, and witnesses should not come to the Judicial Center more than 30 minutes prior to their scheduled court time, unless exceptional circumstances exist.

### *Juvenile Delinquency Cases*

1. **Tuesday and Wednesday Court Days.** Juvenile delinquency cases will continue to be heard on Tuesdays and Wednesdays, unless specifically scheduled by the Court. Juvenile Detention Hearings will continue to be scheduled as needed, pursuant to the statutory time-lines. Pre-adjudicatory matters will generally be heard between 8:45 AM and 10:00 AM. Post-adjudicatory matters will generally be heard between 10:00 AM and 12:00 PM. Hearings, trials, dispositions, and sentencings will be heard between 1:30 PM and 4:30 PM.

2. **Case Load Limitations.** The court call shall be limited to a maximum of twenty (20) cases on any given morning (exclusive of minor-respondent's with multiple matters/cases), four (4) dispositions/sentencings, or one (1) hearing on motion, adjudicatory hearing/trial, on any given afternoon, unless specially scheduled by the court. Individuals appearing on any given case shall be limited to minor-respondents, respondent-parents/guardians and attorneys (exclusive of courtroom personnel, necessary parties/individuals and/or witnesses).

Courtroom 101's immediate waiting room shall be limited to a capacity of ten (10) individuals at any given time. Minor-respondents and respondent-parents/guardians are

encouraged to wait in the parking lot and only enter the Judicial Center fifteen (15) minutes prior to their designated appearance time, or after contacted by the minor-respondent's attorney, indicating their case is about to be called. Cases will be called in the order in which they appear on the court call and at their designated time. If the case is called and a necessary participants is not present, the case will be re-called only after the court has proceeded through the remaining matters scheduled at the same time.

3. **Implementation of an 8:45 AM Status Call.** The court call will begin at 8:45 a.m. hearing all juvenile delinquency, first appearance, pre-adjudication matters set for return on summons in which the minor-respondent or the minor-respondent's parents/guardians have been served with notice and ordered to appear in Courtroom 101 on those cases filed by the State's Attorney's Office.

4. **9:00 AM Status Call.** Cases that are pre-adjudication and scheduled for status, status of motion, or status of adjudicatory hearing/trial will be handled at 9:00 a.m. The court will expect that all such matters are handled quickly and efficiently. Although each of the minor-respondent's parents/guardians have a right to be present, the minor-respondent's attorney is encouraged to have only one parent/guardian appear in court with the minor-respondent.

5. **10:00 AM Review Call.** All reviews, status of petitions to revoke disposition/sentence and status of petitions for contempt will proceed at 10:00 a.m. Although each of the minor-respondent's parents/guardians are entitled to and have a right to be present, minor-respondent's attorney is encouraged to have only one parent/guardian appear in court with the minor-respondent. The Juvenile Division of McHenry County Court Services will have a "supervisor" appear on minor-respondent's cases, unless the responsible officer's presence is required or necessary. If the responsible officers presence is required or necessary, the Court will, if possible, utilize electronic means of communication prior to requiring that officers presence in open court

6. **11:00 AM Hearing Call.** Hearings on petitions to revoke disposition/sentence and petitions for contempt will now be heard at 11:00 a.m. If a hearing on these matters was previously-scheduled for 10:00 a.m., it will be moved to 11:00 a.m.

7. **1:30 PM Hearing Call.** All previously scheduled hearings on motions, adjudicatory hearings/trials and dispositions/sentencings previously scheduled, prior to the implementation of the "Continuity of Operations COVID-19 Pandemic Protocols" and currently set for status at 9:00 a.m., will be rescheduled to a future date, beginning at 1:30 p.m. Dispositions/sentencings will be scheduled every half-hour, beginning at 1:30 p.m., to a maximum of four (4) on any given afternoon, unless specifically scheduled by the Court.

8. **Schedule Going Forward.** Given the above, the delinquency court calls on Tuesdays and Wednesdays in the Juvenile Division will follow this schedule going forward:

TIME	ACTIVITY
8:45 a.m.	First appearance pre-adjudication matters set for return on summons and admonishment of rights.
9:00 a.m.	Pre-adjudication matters set for status, status of motion and/or status of adjudicatory hearing/trial.
10:00 a.m.	Post-adjudication, first appearance out of jurisdiction transfer cases coming in, or status of in jurisdiction transfer cases going out, reviews, status of petitions to revoke disposition/sentence and petitions for contempt.
11:00 a.m.	Hearings on petitions to revoke disposition/sentence and petitions for contempt.
1:30 p.m.	Hearings on Motions, adjudicatory hearings/trials and dispositions/ sentencing or any other matter specially scheduled by the Court.

9. **402 and Trial Conferences.** The Court will schedule 402 conferences and trial conferences at their convenience and at the convenience of the State’s Attorney, minor-respondent’s attorneys of record and the Juvenile Division of McHenry county Court Services and will strongly encourage, participation via electronic means. Assuming electronic appearances, 402 and trial conferences can be conducted prior to the 8:30 call, during the afternoon, or as specifically scheduled by the Court.

If the State’s Attorney and the minor-respondent’s attorney are requesting a conference pursuant to Illinois Supreme Court Rule 402, in those cases where the minor-respondent has not been previously admonished, he or she will be admonished and the matter will be rescheduled for a later date and time for the court and attorneys to conduct the 402 conference. In the alternative, respondent-minor’s attorney may prepare an affidavit prior to appearing in court, executed by the minor, admonishing him or her that:

- a) That the minor-respondent's attorney has requested that the trial judge participate in the conference to determine whether or not the charge(s) which is/are pending against the respondent-minor can be resolved by an admission to the Petition for Adjudication of Ward-ship:
- b) That during the course of the conference the prosecutor will be present and advise the judge of the facts of the case as contained in the police reports or conversations with witnesses, that the minor-respondent's attorney will also be present and will advise the judge of any information the minor-respondent may have concerning the circumstances which led to the State's Attorney's Office filing the Petition for Adjudication of Ward-ship in the case.
- c) That without the conference, the judge would not learn about this information unless the case proceeded to adjudicatory hearing/trial.
- d) That the judge will also learn whether the minor-respondent has a prior criminal history, his or her driving record, whether the minor-respondent has any mental health issues, alcohol, drug and/or other substance use and misuse issues, the minor-respondent's academic status and history, work history, family situation, and other things which would bear on what, if any juvenile dispositional orders and/or if adjudication of ward-ship should be imposed upon the minor-respondent, as a result of his or her admission to one or more of the allegations in the Petition for Adjudication of Ward-ship.
- e) That these are things that the judge would not learn about unless the case went to adjudicatory hearing/trial and the minor-respondent was found responsible/guilty.
- f) That at the end of the conference, the judge may make a recommendation as to what an appropriate disposition would be.
- g) That the minor-respondent or the prosecutor is free to accept or reject the judge's recommendation. However, if the minor-respondent rejects the judge's recommendation and he or she wishes to have a trial on the Petition for Adjudication of Ward-ship, the minor-respondent may not obtain another judge solely on the basis that the judge participated in the conference and is aware of the facts and circumstances surrounding the incident as well as the minor-respondent's background. This means that the minor-respondent will be waiving his or her right to request a substitution of judge based upon the judge's knowledge of the case.
- f) That knowing all of these things the minor-respondent still wishes that the judge participate in this conference.

The affidavit may be presented in open court to the judge and prosecutor by minor-respondent's attorney, prior to conducting the 402 conference the same day. The 402 Conference will be held in the courtroom and off the record.

10. **Maintain Scheduling Limits.** In light of the creation of an 8:45 a.m. call, the Court will be mindful of promptly recessing no later than 12:00 PM in order to provide a sufficient break for courtroom staff. Additionally, the Court will work to ensure that cases are called and completed within the expected timeframe.

11. **Courtroom Arrangements.** In the courtroom, counsel table and/or floor markings will be used to keep the minor-respondents, respondent parents/guardians attorneys appropriately distanced from one another in an effort to maintain social distancing requirements.

As necessary, attorneys, party-respondents and anyone appearing in the courtroom shall use P.P.E.'s and maintain social distancing, including sitting at least 6 feet apart in the gallery. Likewise, while in the Judicial Center, attorneys, litigants, and anyone else shall enter and exit courtrooms in a timely manner, avoid unnecessary appearances, and maintain social distancing while in the hallways and conference rooms. No one that is sick or experiencing any symptoms of illness should enter the building.

12. **Additional Protocols.** In conjunction with the above protocols, the Court respectfully requests the cooperation of the attorneys, respondent-parties, other necessary parties/individuals and any other individual required to appear in court with the following:

- A. Submit agreed orders for routine pre-adjudication matters, (other than requesting hearings on motions, other related matters and/or adjudicatory hearings/trials) such as returns on subpoenas and continuing negotiations. Additionally, agreed orders may be submitted for routine post-adjudicatory matters, such as reviews, where the minor-respondent's presence has been waived and requests for a continuance based upon transportation, illness etc. via [proposedorders@22ndcircuit.illinoiscourts.gov](mailto:proposedorders@22ndcircuit.illinoiscourts.gov), to the responsible judge's attention, remembering that the Juvenile Division of McHenry County Court Services must be advised and in agreement and that the proposed agreed orders should be submitted at least 48 hours in advance to ensure review and entry on the court date, avoiding the necessity to appear in open court.
- B. Negotiations should be done outside of the Judicial Center, prior to court, to the greatest extent possible.
- C. Pre-hearing or pre-trial preparation with clients and witnesses should be done prior to court, outside the Judicial Center, to the greatest extent possible.

- D. Minor-respondents, respondent-parents/guardians, and witnesses should not come to the Judicial Center more than 30 minutes prior to their scheduled court time, unless exceptional circumstances exist.

### **Civil Division**

Until Further Order of Court, the Judges of the Civil Division are calling cases at 8:45 a.m., at 9:45 a.m., and at or after 10:45 a.m., Monday through Friday. The Judges are directing the Clerk to allow but limit settings by parties at these times in accordance with the following schedule:

<u>Courtroom</u>	<u>Time</u>	<u>Settings</u>
103 (Berg)	8:45 a.m.	35
	9:45 a.m.	35
	10:45 a.m.	35
	1:15 p.m.	35 (LM cases)
201 (Meyer)	8:45 a.m.	15
	9:45 a.m.	15
	10:45 a.m.	Reserved for Court
202 (Chmiel)	8:45 a.m.	35 (AR cases)
	9:45 a.m.	15
	10:45 a.m.	Reserved for Court
204 (Costello)	8:45 a.m.	15
	9:45 a.m.	15
	10:45 a.m.	Reserved for Court
358 (Mangiamele)	8:45 a.m.	Reserved for Court
	9:45 a.m.	15
	10:45 a.m.	15

Until further Order of Court, the Judges of the Civil Division will not take paper in their courtrooms; as such, *at the direction of a Judge*, drafts orders may be received at [proposedorders@22ndcircuit.illinoiscourts.gov](mailto:proposedorders@22ndcircuit.illinoiscourts.gov), or will be prepared by the Judge. Similarly, the Clerk will not be asked to take paper in open court.

Until further Order of Court, courtesy copies will not be received in the Civil Division; as such, the local rule which requires the same will not be enforced. Judges will work through e-filings; items to be presented in open court should be filed at least two court days prior to the call of the case in open court.



Each courtroom in the Civil Division continues to be equipped to handle cases through CourtCall. All who desire to participate in or otherwise attend the call of a case in a courtroom of the Civil Division are encouraged to do so through CourtCall.

As circumstances require, each Judge reserves the right to modify or otherwise adjust these protocols to meet the needs of her/his respective assignment. Each Judge has a Standing Order which is posted through the Court's webpage on judicial assignments. Each Standing Order will be updated as circumstances warrant.

***Courtroom 103 – Small Claims – three special settings***

Larger court calls will be split with half (divided by Plaintiff's attorney) being heard by either Judge Costello or Judge Meyer, depending on the volume in their respective courtrooms that date. No notice will be sent; instead, notice will only be posted on the door of Courtroom 103 on the following dates, with hallway monitors updated to display the correct courtroom for each case.

<b>Date</b>	<b>Firm(s) to be heard in 103</b>	<b>All Other Cases</b>
6/5 a.m.	Blitt & Gaines	204
6/8 a.m.	Mandarich Law Group Franks, Gerkin & McKenna Markoff Law	204
6/19 a.m.	Blitt & Gaines	201

## Remote Video/Telephonic Hearings

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In order to meet the needs of the court system and its users during the pandemic and during the reestablishment plan, the 22<sup>nd</sup> Judicial Circuit also created a *Committee on Guidelines for a Virtual Courtroom*. The Committee developed a set of draft guidelines which, at the time of this reestablishment plan, have been distributed for review and comment. The review and comment period ends on June 5, 2020; the Committee will reconvene and potentially make adjustments and changes to the Guidelines.

Therefore, the following is a draft of the Guidelines for Virtual Courtroom Proceedings in the Twenty-Second Judicial Circuit. It is subject to change.

## Introduction to Guidelines for Virtual Courtroom Proceedings

In an effort to address the unique needs created by the current COVID-19 pandemic and to create additional methods to allow for access to justice, the 22<sup>nd</sup> Judicial Circuit's Committee on Guidelines for a Virtual Courtroom has compiled the following guidelines and recommendations.

These guidelines are intended to assist judicial officers in conducting proceedings remotely. These guidelines were developed for use with the Zoom platform. This platform includes security features, can be accessed via smart phone, tablet, and/or personal computer, and does not charge litigants or witnesses who use the platform.

Each Judge shall use his or her discretion to determine if a Virtual Courtroom setting is appropriate. The considerations will be different depending upon the type of case, the type of proceeding, the participants, the anticipated evidence, and the applicable law. For additional clarity, judges should consider using (or updating) standing orders to provide direction on when and how Zoom may be used in their courtrooms.

### Zoom Accounts Generally

1. Each Judge using a Virtual Courtroom will receive a Zoom account through which he/she can facilitate remote court appearances. Each Judge will be the "host" of the Zoom meeting.
2. Each Judge will be assigned a link specific to his or her courtroom (e.g., <https://zoom.us/my/mchenrycourtroom359>). Participants can use this address to access the Judge's Virtual Courtroom. The same address can be used repeatedly.

**EXAMPLE:** Judge A uses Zoom each day to conduct her 9:00 am status call, which generally consists of 20-30 cases. Participant B wants to appear on Monday and Thursday via Zoom. Participant B knows that he can always use the same link to access Judge A's Virtual Courtroom. So, on Monday, just before 9:00 AM, Participant B uses Judge A's link to enter the Virtual Courtroom. He does the same thing on Thursday. No specific invites were necessary.

3. Alternatively, the Judge can send invitations for a remote court proceeding at a specific time, using email, and/or assigning a unique address.

**EXAMPLE:** Judge A uses Zoom each day for status calls but she also uses it for

evidentiary hearings. On Thursday at 1:30 pm, she will preside over a hearing involving sensitive testimony from a minor. She has already ruled that this proceeding is not open to the public. Rather than use her regular courtroom link, Judge A creates a meeting just for this hearing, using a unique link and a password. The information is sent to only the parties. The information is not publicly available. Judge A's regular courtroom link will not provide access to the hearing.

4. The Judge's account will be configured by IT with the appropriate security and user settings.

### **Basics of Using Zoom**

1. The Judge can access Zoom through an icon on the desktop. After the Judge starts the meeting, participants will be able to access the Virtual Courtroom.
2. As participants enter the Virtual Courtroom, they will appear in the Waiting Room. The Judge will see a list of people in the Waiting Room on the right side of the screen. The Judge can control who is admitted to the Virtual Courtroom from the Waiting Room, admitting each participant separately or all participants *en masse*. The Judge can also remove participants from the Virtual Courtroom, placing them back into the Waiting Room.

**EXAMPLE 1:** Judge A has started Zoom for her 9:00 AM status call. She reviews the names of the 20 participants in the Waiting Room and recognizes them to be the attorneys and parties scheduled to appear in his courtroom that morning. She chooses to admit all of them, muting everyone, and asking the participants to keep their microphone muted until Judge A calls their case(s). There is no need to shuffle participants in and out of the Waiting Room. As the participants are done, they can leave the meeting.

**EXAMPLE 2:** Judge A has started Zoom for her 9:00 AM plea and status call in traffic court. Her call is primarily self-represented defendants and she does not often recognize names. She chooses to admit participants in groups: first, the attorneys that she recognizes, then other participants in groups of 10, until each case has been called or the Waiting Room is empty.

**EXAMPLE 3:** Judge A has started Zoom for her 9:00 AM status call. She prefers to only see and hear from the participants in the case that has been called. She admits only the participants (attorneys and/or parties) necessary for each case. When that case is done, she returns the participants to the Waiting Room, or they leave the meeting, and then Judge A admits the participants for the next case.

3. As participants are allowed into the Virtual Courtroom, a video box should appear on

the Judge's monitor showing each participant's video feed. The Judge can elect to display the participants in a gallery view, where several participants are seen at the same time or through speaker view, where only the current participant speaking is displayed. These configuration choices generally are in the top right portion of the user's screen. We suggest utilizing gallery view.

4. Once the necessary participants are in the Virtual Courtroom, the Judge should ensure that each participant can see and hear the others. If the matter is to be livestreamed, the Judge should ensure that the livestream is active and then give any necessary admonishments.
5. Once a proceeding is concluded and the Judge is ready to adjourn, the Judge will End the Meeting. (Note: the Judge, as the host, is the only participant who can End the Meeting. This selection must be made by the Judge at the time of adjournment. It is also possible for a Judge to "Leave the Meeting"; however, "leaving" is not the same as "ending" a meeting. If a host simply "leaves", the Virtual Courtroom may remain open).
6. The Judge should disable the livestream before the Judge Ends the Meeting.

### **Scheduling & Notices**

1. When the Virtual Courtroom is accessed through the URL specific to the courtroom ( e.g., <https://zoom.us/my/mchencourtroom359> ), notice of this URL can be provided to participants through Standing Orders, case specific Orders, or through Notices issued through the Clerk's office. A form Notice is included in Appendix D. URLs for specific courtrooms should be posted on the Circuit Court's website and be accessible to the public through the Clerk's website as well.
2. When the Virtual Courtroom is accessed through a meeting-specific URL, it will be necessary to have email addresses of all represented and self-represented participants. Thus, it may be necessary for the Court or its staff to contact litigants, or their counsel as appropriate, in advance of the proceeding to obtain email addresses. For these proceedings, the Judge will need to Schedule a Meeting in Zoom. This process will generate invitations which can be sent by the Judge or other person to whom scheduling privileges are assigned. The Court should direct the parties concerning the process it prefers them to use to allow their witnesses to participate in the Virtual Courtroom. Some Judges might direct attorneys for the parties to share the invitation for the proceeding with the witnesses they expect to call to testify, for instance.

### **Information Included with Notices or Orders for Virtual Proceeding**

1. Whenever a Virtual Courtroom proceeding is scheduled, access instructions should be included with the Notice or Order scheduling the proceeding. See Appendix C.

2. If it is not practicable to include Access Instructions and Guidelines with the scheduling Order or Notice, then the Order or Notice should reference these items and state the public location of these items.

### **Participation by Phone**

1. In the event that a participant does not have the ability to join the proceeding through Zoom, the Court should consider permitting participation by phone. A dial-in number can be provided which allows access to the Virtual Courtroom.
2. Note that audio problems have been reported when some users call into the proceeding using one telephone platform, like Court Call, while others access the proceeding using a different platform, like Zoom. Users have reported difficulty hearing in these situations.

### **Conduct & Decorum**

1. The conduct of the remote hearing should mirror an in-person hearing.
2. Care should be taken to make a complete and clear record. For instance, at the beginning of the hearing, the Judge shall state the case number, case name, start time of the hearing. The Judge should require each participant to state and spell their name. It may also be wise to direct each participant to indicate how they are participating in the virtual hearing, e.g., physical presence, remote call with no video, videoconference or Zoom.
3. The Judge shall make every effort to maintain the same level of decorum as if participants were physically present in the courtroom. The Judge may remind those participating that the call is an extension of the Court and they are participating in a court proceeding. The same rules regarding dress codes, demeanor, language, and respect for all apply in the virtual setting.
4. The Judge and any court staff should consider what will be visible behind them. If necessary, the Judge and court staff in the Virtual Courtroom can display a professional virtual background. It may be wise to disable this feature for other participants in the proceeding.

### **Admonishments**

Admonishments should be given on the record, during the livestream, at the commencement of the proceeding. The Court can also consider the use of written waivers, circulated and signed by participants in advance of the Virtual Courtroom proceeding, much like Exhibits would be.

Admonishments and waivers must be adapted by the Judge depending upon the particular context. For instance, a different set of admonishments will likely be required to be given to a

defendant participating in a plea hearing on a petty offense than those that might be given to participants in an eviction proceeding. Form admonishments and waivers are found in Appendix A and Appendix B.

### **Oath**

The oath should be administered 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.

### **Exhibits**

1. Parties should be directed to adequately plan, in advance of the proceeding, how to prepare, present, and use exhibits in the Virtual Courtroom. Communication beforehand on these issues will be crucial to an efficient proceeding in the Virtual Courtroom.
2. Documents, videos, photos, and other exhibits that can be circulated as computer files should be circulated to the Judge and all parties prior to the start of any hearing. If unanticipated exhibits are needed during the course of a hearing (e.g., for impeachment or rebuttal), the participants could use email, or a third-party file sharing service (e.g., Dropbox or Google Docs) to circulate exhibits.
3. All exhibits should be numbered and labeled accordingly. Parties should submit an exhibit list describing each item, along with a column that can help all parties identify whether a particular exhibit was admitted into evidence.
4. Exhibits can be shown to witnesses during the hearing using "Share Screen" on Zoom. Share Screen might be used to lay foundation, refresh recollection, and authenticate signatures. The Judge can control who is able to use the Share Screen function. Note that using Share Screen to display videos has limitations.
5. Zoom has a file sharing feature, but due to certain limitations, virtual hearing participants should not rely upon it.
6. Tangible exhibits may require a proponent to be present in court. If that is not possible, stipulations and photographs may be useful substitutes by agreement. Agreements regarding tangible evidence should be discussed by the parties in advance of the virtual proceeding.

### **Official Record for Virtual Courtroom**

1. Only a Court Reporter can prepare an official record of a Virtual Courtroom proceeding. In most instances, the Electronic Recording System will be used to capture the official record just as it would if all persons were physically in the courtroom. There is both a

local and a cloud recording feature within Zoom. For Virtual Courtroom proceedings, only the Electronic Recording System may be used and not the recording features inherent in Zoom.

2. In those circumstances when a Court Reporter is needed, the Court Reporter can attend the proceeding as a Zoom participant or be physically present in the courtroom.
3. When a Court Reporter participates as a Zoom participant, consider the following to assist in the creation of an accurate record:
  - a. Encourage the court reporter to use the Gallery View setting to allow the Court Reporter to see all participants and more clearly know who is speaking.
  - b. Change Participant's names to include their role in the pending litigation, i.e. Plaintiff John Doe.
  - c. Ask the participants to state and spell their first and last names for the record at the beginning of the proceeding. Ask the participant to reintroduce himself or herself by restating their title or their first and last name each time they speak.
  - d. Direct participants to face the camera when speaking.
  - e. Admonish participants to wait until another speaker is finished before beginning to speak; one-at-a time is even more critical in a remote video setting.
  - f. Remind participants to speak slowly.
  - g. Note that the Court Reporter has the same ability to interrupt and clarify if needed as if all participants were physically present in a courtroom.

### **Public Access**

1. Public access to proceedings (otherwise open to the public) conducted in a Virtual Courtroom will depend upon the current state of access to the physical courthouse.
2. If the public's ability to physically access to the courthouse is restricted to emergency or essential matters only, then the public will not be allowed to enter the courthouse for the purpose of viewing proceedings. If proceedings are conducted during this time period in a Virtual Courtroom, the proceedings must be livestreamed to ensure public access to the proceeding.



3. If the public is allowed access to the courthouse, the public may appear in courtrooms while Virtual Courtroom proceedings are being conducted. Note that public viewing from the courtroom may be limited to hearing what is said, as most courtrooms are arranged with monitors only visible to the Judge and the courtroom staff. In order to reduce the number of people coming into the courthouse at any one time, the Judge shall consider live streaming all virtual proceedings regardless of who is physically present in the courtroom at the time of the hearing.

### **Press Access**

Members of the press may attend court proceedings in the same fashion as members of the public. If members of the press desire access to the proceedings for the purpose of Extended Media Coverage, they should follow the procedures established in Local Rule 1.15.5 – Extended Media Coverage.

### **Livestreaming**

The 22nd Judicial Circuit has created a YouTube channel for each Courtroom hosting a Virtual Courtroom. Additional information regarding the daily docketed proceedings being held virtually can be found on the 22nd Judicial Circuit website and/or on the McHenry County Circuit Clerk website, with a link to the livestream feed. The YouTube content will be deleted immediately after it airs. A watermark may appear on the livestream feed reading “COPYING IS PROHIBITED”, “DO NOT COPY”, or other words to that effect.

Video or audio recording by any party, attorney, or any member of the public, 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.

### **Features Pertinent to Virtual Courtroom**

#### ***Waiting Room***

1. The Waiting Room is the virtual space where participants first enter the Virtual Courtroom. They will remain there until they leave the Virtual Courtroom or until the Judge admits them to the Virtual Courtroom. The Judge can also return participants to the Waiting Room after the Judge has admitted them to the Virtual Courtroom. During a hearing or trial, the Judge can use the Waiting Room to exclude witnesses during testimony.
2. While in a Waiting Room, a person is unable to see or hear anyone else involved in the proceedings. The Waiting Room is not recorded or livestreamed.
3. Only the Judge is able to place people in and out of the Waiting Rooms. It is important

that the Judge be mindful of the Waiting Room for participants who arrive late or of the participants the Judge has placed in the Waiting Room.

4. The background displayed in the Waiting Room is customizable and may be used to display Admonishments or other information. For example, the background might display a reminder to check your Participant Name for accuracy.

### ***Participant Name***

1. When a participant joins a proceeding, whether in the Virtual Courtroom or in the Waiting Room, they are assigned a “name.” Sometimes that “name” may be created by default through the device. For instance, the participant’s telephone number may be the default for their name. The name of the owner of a borrowed device being used for the proceeding could be displayed. We recommend IT configure user accounts so that telephone numbers that may appear as a participant’s name are masked by default.
2. The Judge has the ability to rename participants. Each participant also has the ability to modify their own name. Before the proceeding is livestreamed, it is recommended that the Judge admonish participants to name themselves accurately and appropriately. Alternatively, the Judge may rename participants prior to livestreaming.

### ***Muting & Disabling of Video***

1. The Judge’s account can be configured so that participants are automatically muted upon entry to the Virtual Courtroom. Participants that are not speaking should strongly consider using mute to avoid background noise. The Judge can allow all or some of the participants to mute/unmute themselves. For example, the Judge might mute everyone but allow the attorneys or self-represented litigants to unmute themselves when they need to speak.
2. Similarly, the Judge can disable participant’s video or invite participants to enable their video.

### ***Breakout Rooms***

1. Breakout rooms allow some of the participants to speak outside the presence of the other participants without leaving the proceeding. For example, an attorney and his client can move to a separate, private virtual room to confer about the case. While those participants are in the Breakout Room, neither the other participants nor the Judge can see or hear what is happening in the Breakout Room.
2. The Judge can move participants to separate Breakout Rooms when appropriate. The Judge can create and name Breakout Rooms during the hearing or assign Breakout Rooms in advance of the hearing. The Judge can create one or multiple Breakout Rooms.
3. Conversations in a Breakout Room are not generally recorded or livestreamed unless the

Judge participates. If the Judge participates in a Breakout Room, he or she should be mindful of the recorded record and the livestream.

4. Participants in a Breakout Room can select the option of rejoining the main Virtual Courtroom. Alternatively, the Judge can set a time limit for the duration of the Breakout Room; when that time expires, the Breakout Room participants will be automatically prompted to return to the main proceeding.

### *Interpreter*

1. The Judge should ensure that the language interpreter has been identified for the record and that the record includes for whom the interpreter is present. The Judge should also administer the oath to the interpreter at the start of the proceeding.
2. In many proceedings, the interpreter will join the Virtual Courtroom once called for by the Judge and leave when the case requiring an interpreter is finished. This does not allow for simultaneous interpretation. The Judge and the participants should take special care to wait until another speaker and the interpreter have finished before beginning to speak.
3. In some proceedings, the Judge may have the ability to enable language interpretation by designating a participant as the interpreter(s) in advance of the proceeding. When the proceeding begins, the Judge can start the interpretation feature which will give the interpreter access to their own audio channel(s). Participants can select an audio channel to hear their language of choice. Participants will hear the translated audio and can choose if they want to hear the original audio at a lower volume.

## Appendix

### *Appendix A: Admonishments*

1. The court proceedings are on the record. (If applicable: we have a Court Reporter present on Zoom.) All conversations can be heard by all of the other parties present in the Virtual Courtroom and will become a part of the record. The public is also able to view these proceedings as a Livestream on YouTube.
2. Remember that this is a formal proceeding and you should treat it as if you were physically present in the courtroom.
3. There are multiple participants in this proceeding. If you are not speaking, mute yourself so we do not pick up background noise or unwanted audio feedback. Please take a moment to locate the mute button on your screen. Clicking the microphone will enable you to mute and unmute. Pressing the space bar on the iPad or personal computer will also unmute your microphone (push to talk). Additionally, the Court has the ability to mute you.
4. When you want to speak, unmute yourself and identify yourself by stating your name. Identify yourself each time there is change in who is speaking. If you fail to identify yourself when speaking, the Court Reporter may have a difficult time determining who is speaking. 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. (When a court reporter is participating in the proceeding: The Court Reporter may interrupt from time to time to clarify who is speaking.)
5. When you speak, please make sure that you speak slowly and clearly. Please do not speak over one another or interrupt one another.
6. When a Motion to Exclude Witnesses or other similar motion is heard and granted, the Court will excuse those witnesses to the Waiting Room and then will admit each witness as they are needed to testify. No participant may watch the livestream during the hearing. Witnesses should not be communicating with anyone other than their attorneys or court staff through any format during the proceeding. Witnesses may not hold any notes or paperwork in their hands while they are testifying. Witnesses may not be prompted by others off-camera during their testimony.
7. Verbal responses are essential in order for the Court Reporter to take down what the speaker said.
8. 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.

*Appendix B: Waiver for Use of Virtual Courtroom*

IN THE CIRCUIT COURT OF THE 22ND JUDICIAL CIRCUIT  
MCHENRY COUNTY, ILLINOIS

\_\_\_\_\_) )  
Plaintiff, ) )  
vs. ) Case No. \_\_\_\_\_ )  
\_\_\_\_\_) )  
Defendant ) )

**WAIVER OF IN-PERSON COURT APPEARANCE AND CONSENT TO REMOTE APPEARANCE**

I am the Defendant in the above case(s). I have been informed and I understand that in a criminal case I have a right to make an in-person court appearance at all critical stages of the proceeding. I understand entering a guilty plea and/or a stipulation that the evidence is sufficient to convict is a critical stage of the proceedings when I have a right to be physically present in the courtroom.

I understand that a remote court appearance allows video conferencing between myself, the Court, and other participants, including attorneys. I understand that a remote appearance has the same legal effect as an in-person appearance.

I elect to waive my right, if any, to an in-person court appearance. I consent to proceed with a remote court appearance for purposes of entering my plea and for the purpose of having a sentence imposed by the Court.

**I have read and understand the above, and by signing this document, I acknowledge my right to an in-person court appearance at all critical stages of the pending criminal proceeding(s) and I freely and voluntarily waive those rights. I acknowledge that no force, threats or promises were used to obtain this waiver and consent.**

\_\_\_\_\_  
Defendant's Signature

## *Appendix C: Access Instructions for Participants*

### **REMOTE COURT APPEARANCE INSTRUCTIONS**

Follow the steps listed below to prepare for the remote court appearance. Start this process **BEFORE** your scheduled court appearance time to make sure you are in the virtual “waiting room” by the time court begins.

1. If you already have a Zoom account, or the Zoom app on your cell phone, go directly to the link on your Notice to join the courtroom “meeting.” Links to each virtual courtroom can also be found on the Circuit Clerk’s website at [www.McHenryCircuitClerk.org](http://www.McHenryCircuitClerk.org) under *Virtual Courtroom Information*.
2. If you do not have a Zoom account you can download the free Zoom app to your cell phone by going to the App Store and searching for *Zoom*. Or create a new account on your computer at [Zoom.us](http://Zoom.us). Click the **SIGN UP, IT’S FREE** button and follow the instructions to sign up for a free Zoom account.
3. Once Zoom opens, select the **JOIN** button on your cell phone, or the **JOIN A MEETING** link on your computer. Be sure the Zoom screen name being displayed is your legal name so you are recognized by the Court.
4. A message box will appear asking for a Meeting ID or Personal Link Name. The Meeting ID and Personal Link Name are both listed on your Notice. No password is required. Click the **JOIN** button.
5. Screen should now show your face and you must select **JOIN WITH VIDEO**. You may also need to select **JOIN WITH COMPUTER AUDIO**, or if using a cell phone select **CALL USING INTERNET AUDIO**.
6. Once the Court starts the “meeting” participants will initially be placed in a virtual “waiting room” pending admittance into the virtual “courtroom” by the Court.
7. Be sure your screen name being displayed in the “waiting room” is your legal name.
8. Once you are admitted to the “courtroom” your audio will be muted until the judge calls your case. When your case is called, your audio will be unmuted by the Court.

### **REMOTE COURT APPEARANCE TIPS**

- Dress appropriately, as if you were coming to the Courthouse
- Make sure you are in a QUIET location
- Make sure your background is court appropriate

*Appendix D: Notice to Participant(s) from Clerk - Civil Version*

[Letterhead]

[Address]

[Caption information]

**NOTICE OF REMOTE COURT APPEARANCE**

Pursuant to Illinois Supreme Court Order, MR 30370, the McHenry County Courthouse is closed to all but essential court matters until further order of the court. However the 22<sup>nd</sup> Judicial Circuit is expanding the use of remote access and virtual courtrooms to allow access to the court system.

You have been selected to participate in the Circuit's pilot virtual courtroom proceeding for your upcoming court appearance. This is an optional proceeding. If you elect not to appear online, your case will be continued and you will receive a mailed notice of your new in-person appearance date.

Your remote court appearance is scheduled on \_\_\_\_\_ at \_\_\_\_\_. To participate in the virtual courtroom, use the below link or Meeting ID. Please login approximately 5 minutes prior to your scheduled court date and time to make your remote court appearance.

Link: <https://zoom.us/my/mchenrycourtroom359>  
Meeting ID: 710-449-3254  
Personal Link Name: mchenrycourtroom359  
Password: no password required

Remote participants should take time prior to the call to become familiar with the Zoom controls and test your device's microphone and speaker controls. Directions for joining the court proceeding, including links and court policies for remote appearances are enclosed, and also available on the Circuit Clerk's website at [www.McHenryCircuitClerk.org](http://www.McHenryCircuitClerk.org).

If you have any questions, please call the McHenry County Circuit Clerk's office at (815)334-4190.

Respectfully,

[Signature Line]

*Traffic Version*

[Letterhead]

[Address]

[Caption information]

**NOTICE OF REMOTE COURT APPEARANCE**

Pursuant to Illinois Supreme Court Order, MR 30370, the McHenry County Courthouse is closed to all but essential court matters until further order of the court. However, the 22<sup>nd</sup> Judicial Circuit is expanding the use of remote access and virtual courtrooms to allow access to the court system.

You have been selected to participate in the Circuit’s pilot virtual courtroom proceeding for your upcoming court appearance. This is an optional proceeding. If you elect not to appear online, your case will be continued and you will receive a mailed notice of your new in-person appearance date.

If your ticket is marked as payable without a court appearance (“May Appear”), you have the option to pay your ticket without an appearance before the scheduled court date. To avoid appearing in court pay your ticket online at [www.McHenryCircuitClerk.org](http://www.McHenryCircuitClerk.org).

Your remote court appearance is scheduled on \_\_\_\_\_ at \_\_\_\_\_. To participate in the virtual courtroom, use the below link or Meeting ID. Please login approximately 5 minutes prior to your scheduled court date and time to make your remote court appearance.

Link:	<a href="https://zoom.us/my/mchenrycourtroom102">https://zoom.us/my/mchenrycourtroom102</a>
Meeting ID:	890-297-5604
Personal Link Name:	mchenrycourtroom102
Password:	No password required

Remote participants should take time prior to the call to become familiar with the Zoom controls and test your device’s microphone and speaker controls. Directions for joining the court proceeding, including links and court policies for remote appearances are enclosed, and are also available on the Circuit Clerk’s website at [www.McHenryCircuitClerk.org](http://www.McHenryCircuitClerk.org).

If you have any questions, please call the McHenry County Circuit Clerk’s office at (815)334-4190.

Respectfully,

[Signature Line]



