

How to Use Zoom for Your Court Proceedings

This information can be accessed from www.18thjudicial.org

The DuPage County courthouse remains open for business from 8:00am to 4:30pm daily, with all divisions hearing all court matters, either in person or remotely. Court dates can be viewed by attorneys at the Attorney Access portal at eaccess.18thjudicial.org (Eaccess) or by the general public at epay.18thjudicial.org (Epay). Zoom Call information can be found at the Remote Court Proceedings Page on www.18thjudicial.org. Courthouse operational information can be found at <https://www.dupageco.org/courts/>

DuPage County will not send individual Zoom invitations under normal circumstances. You are responsible for attending the virtual proceeding on your case at the appropriate date and time.

Traffic court proceedings are not holding remote proceedings at this time. Please come to court in person if you are scheduled to appear on a traffic matter. All persons inside a court facility shall wear a face covering.

What will I need to attend Court using Zoom?

You will need a desktop computer, laptop, tablet or smartphone that is equipped with a camera and microphone and a stable internet connection. If you do not have access to those devices, see Other Call-In Options at the bottom of this document. The instructions for attending a remote proceedings are as follows:

First Step: Install Zoom For Free

For **smartphones** and **tablets**, install ZOOM from the (Google/Android) Play Store or (iPhone) App Store.

For your **desktop computer**, **laptop** or notebook device with webcam and microphone, please visit www.zoom.us and follow the instructions to download the app.

Test your Zoom connection by going to www.zoom.us/test and make sure your audio and video connections are working properly. If your signal strength is too weak this may impact your ability to participate in the virtual proceedings. If you are unable to connect properly, see the *Troubleshooting* section or *Other Call-In Options*.

Optional Step: Create an Account

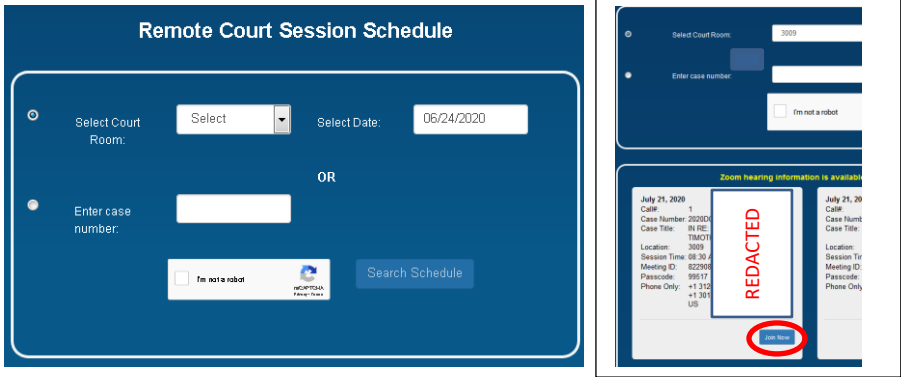
DuPage County does not require you to have a zoom account, and you do not need to sign in to attend a Zoom proceeding. However, attorneys who practice in multiple jurisdictions may find it helpful to manage their meeting schedule through a free Zoom account. Create a Zoom account by going to Zoom.us, and click, "sign up, it's free" and follow the prompts from there. You will need to use your email address and create a password.

Second Step: Join the Zoom Call

Be sure to join the Zoom call 10 minutes before the start time.

There are two ways to find the link to your Zoom proceeding.

1. Use the Remote Court Proceedings Page on www.18thjudicial.org. You may search for a case number or by court room location and date.



Click Join Now and provide the Passcode.

2. Using the Attorney [Eaccess](#) website or the general public [Epay](#) website, use the search feature to find your case. You may search by case number or by party name. Once you view the case summary, there will be a link to access your Zoom Call on the day of the proceeding.

Case Summary Details			
Case Details			
Case Number	2012	Next Court Date	07-06-2020
File Date	07-2	Next Court Location	COURTROOM 3009
Case Title	IN RE SCAR	Next Court Time	01:30 PM
Agency	Clerk	Assigned Location	COURTROOM 3009
Legal Status	CLOS	Address Change	Change Address Only
Balance Due Amount	\$0.00		
Counts			
	Count Number	Count Description	Count Status
	0001	DISSOLUTION OF MARRIAGE	CLOSED

Click Here to find the Zoom information on this case.

The Zoom remote court session information includes the meeting ID and password. Please take note of them, as you may be asked to enter them. A “Join Now” link to the proceeding will be provided.

1. Clicking on the Join Now link will open your Zoom app and may you to enter the Zoom session’s meeting ID and password. (You can also go directly to <https://zoom.us>, click Join a Meeting and enter the information.
2. After you enter the meeting ID and password, a screen should load showing your face, after you see this screen, click **“join with video”** in the lower left corner.
3. Once you see a video feed, you will have joined the Zoom session and you will usually be placed into the Zoom Waiting Room. (In the Waiting Room, you cannot hear or see the court proceedings.) The Judge will admit you to the proceeding when ready.
4. The name that you choose for yourself will be shown on the screen during the call.
 - Attorneys must add the word “Attorney” to their first name. For example, an attorney named John Doe would use “Attorney John” as their first name and “Doe” as the last name.) Attorneys that are participating in multiple cases should

- use the first case number on the docket.
 - Self-represented litigants, parties and witnesses **must** use your full name as it appears in your case as well as your case number so that you can be identified. If you fail to do so, you may not be admitted into the proceeding from the Waiting Room.
5. When the court is ready, you will be allowed entry into the Zoom meeting from the Waiting Room. If your case is not being discussed, please MUTE your device.
 6. A message box will then appear asking you to “**join with computer audio,**” or “**join with internet audio.**” Selecting this will allow you to hear the meeting and speak through your device.

Troubleshooting

- If several people are using Zoom or other video streaming services, this may affect the quality of your virtual proceeding. If possible, ask others in your household or office to stop non-essential streaming activities like YouTube or Netflix while you are attending a virtual proceeding.
- If you hear a feedback echo while using multiple devices, remember that only one device can have the audio turned on. Mute all other devices except for one.
- If you do not have a microphone on your computer, you can start the video call and join the audio portion by dialing into the phone number listed in the Meeting Details. You will need the Meeting ID and the Passcode to join the phone conference. You will also need to mute the sound on your computer.

Tips:

- Do not join the Zoom meeting while in a moving vehicle. Internet connectivity may affect your Zoom connection.
- Please MUTE YOUR DEVICE while other cases are being heard. Don't forget to un-mute when your case is announced. If there is a red line through the microphone you are muted and cannot be heard by the people in the meeting. When it is your turn to speak, you will need to unmute yourself by clicking the microphone.
- If you are observing a court proceeding and not participating, please turn your video off.
- You may join the Zoom court session early. Some judges may admit everyone in the Waiting Room at the start of the call, or they may admit you on a case-by-case basis. Please do not speak before your case is called.
- If you arrive late, you may end up waiting in the Waiting Room. The judge will periodically check the Waiting Room for late arrivals.
- If you have not previously clicked on the "Join by Video" button, you may click on "start video" after joining the meeting so that others can see you. If the "start video" icon on the bottom left corner has a red line through it, that means that no one else can see you.

Conduct Yourself as You Would Inside a Courtroom

- Dress appropriately. This is a court appearance.
- Background (area behind you) should be appropriate for court. It will be seen by the Judge and others attending the proceeding. Do not sit directly in front of or behind a window, because the light or reflection can affect the video.
- Choose a quiet place to participate in the proceeding. Cell phones should be muted, doors to rooms closed and disruptions minimized.
- Use language appropriate for a courtroom.
- **Remain on mute until it is your time to speak. Do not speak over anyone and do not interrupt anyone.**
- **When your case is called, unmute your microphone, state your name and spell your last name for the record. An attorney must identify whom he or she represents.**
- Attorneys must identify themselves on the screen by adding the word "attorney" before their name.
- Be aware that a court reporter or language interpreter may have to interrupt from time to time to clarify who is speaking.
- Failure to follow the Court's rules may result in removal from the proceeding and/or a finding of contempt of court.
- **The Zoom proceeding is recorded and the Court Reporters Office will ensure that the recording becomes the official court record. Therefore, any video recording, audio recording, photographing, taking screenshots, and/or reproducing of the livestream is strictly prohibited. The recording, publishing, broadcasting or other copying or transmission of courtroom proceedings by video, audio, still photography or any other means is strictly prohibited by Illinois Supreme Court Rule 68(A)(8) and is subject to the penalties for contempt of court. Observers should keep their video off and sound on mute.**

Other Zoom Features

- Breakout Room: If two or more participants need to have a private conversation, the Judge can send them into their own meeting and then bring them back into the proceeding when the conversation is over.
- Share Screen: This feature can be used to share documents that you have on your computer. The ability to present documents will depend on the courtroom. If a document needs to be shared with the participants, be prepared to show a PDF version from your computer with the “Share Screen” feature or in any other manner in which that court deems appropriate (i.e. Dropbox). The Judge will be the only one to allow participants to share screen.
- Chat Room: This feature can also be used to send documents or messages. Some courtrooms may allow the chat rooms. However, you may not have a private chat with the judge at any time. If anyone uses the chat to have an ex parte communication (private chat) with the Judge, the Judge will let everyone know, and that person may be removed from the proceeding.

Call-In Options

If you are unable to join using a computer, laptop, or smartphone, you may join the proceeding by calling in. While you will not be able to see the other participants, and they will not be able to see you, you will still be able to hear each other.

You will then need to enter the phone number followed by the pound sign (#) located on the courtroom’s Daily Remote Court Session schedule.

You will join the meeting on mute. To unmute yourself when dialing in by phone, **you must press *6**. You should remain on mute except when it is your turn to speak. Please identify yourself when it is your turn to speak, please speak clearly and loudly so that everyone can hear you.

Advanced – Managing Multiple Zoom Proceedings

Attorneys may be attending multiple zoom proceedings during a court session. Managing this effectively requires a computer and an internet browser like Internet Explorer, Firefox or Chrome. You may open multiple tabs, and connect each tab to a Zoom Call. If you begin attending one proceeding, please use the Chat feature and notify the courtroom clerk(s) on the other proceedings that you are in a different proceeding. The courtroom clerk can notify the judge, who can skip your case until you return.

More Zoom Assistance

- For a short video on How to Join a Zoom meeting: <https://www.youtube.com/watch?v=hIkCmbAHQQ>
- For a short video on Joining a Zoom meeting for the first time (8:15 minutes in duration): <https://www.youtube.com/watch?v=9isp3qPeQ0E>
- For a short video on how to use Zoom on a mobile device (10:45 minutes in duration): <https://www.youtube.com/watch?v=sOJkfflN804>