

*STATE OF ILLINOIS
IN THE CIRCUIT COURT OF THE TWENTY-FIRST CIRCUIT
KANKAKEE COUNTY*

**ADMINISTRATIVE ORDER 2020-39
REMOTE 9:00 A.M. APPEARANCES IN CIVIL MATTERS**

WHEREAS, the Court has entered Administrative Orders to authorize modifications to Court proceedings and protocols in light of the COVID-19 health emergency.


WHEREAS, the Federal government, State government and the Centers for Disease Control have issued Orders and recommendations that individuals maintain social distancing in order to reduce the spread of COVID-19.

WHEREAS, the 21st Judicial Circuit wishes to use remote appearances to set, and hold status hearings in, civil cases in order to reduce the number of individuals having to appear in person before the Court.

THEREFORE, IT IS HEREBY ORDERED THAT, the Court sets forth the following procedures for remote appearances in civil cases:

1. Until January 1, 2021, court dates currently scheduled before the court at 9 a.m. on or after November 12, 2020 are cancelled. Attorneys and self-represented litigants must contact the appropriate judge's clerk via email to reschedule their 9:00 a.m. court dates which will be held using Zoom. All other previously set civil matters not set at 9:00 a.m. shall be held in court as scheduled.
2. This order shall not apply to any case with an OP case number unless specifically ordered by the court.
3. Attorneys and self-represented litigants shall appear at the rescheduled remote proceeding by Zoom or telephone. If a party is unable to participate by Zoom or telephone, the party is required to appear at the courthouse and comply with all face-covering and social distancing requirements.
4. The attached Remote Court Instructions are adopted and included in this Order.
5. All participants are responsible for accessing and joining the Zoom proceeding. The Court will not contact the parties to join the proceeding.
6. All attorneys and self-represented litigants must provide the circuit clerk with e-mail address(es) and phone number(s) and shall update this information to keep it current.
7. All courtroom rules and procedures shall also be observed in all remote proceedings, including use of proper decorum, proper dress, and appropriate language.
8. Recording of these proceedings is strictly prohibited. The official Court record will continue to be created electronically or by a certified court reporter.
9. Attorneys shall submit a proposed Order through e-mail to the appropriate Judge's clerk, or via mail.
10. Failure to appear, whether through the rescheduled Zoom call or in person, may result in a default judgment.

Dated: November 9, 2020



Michael D. Kramer
Chief Judge

REMOTE COURT INSTRUCTIONS FOR PARTICIPANTS

Civil cases scheduled at 9:00 a.m. will, until further notice, be conducted via Zoom Video conferencing (which is similar to Skype). **Judge Albrecht's cases will remain set as scheduled.** Zoom is free and can be used with a laptop, smart phone with a camera or even a landline phone. Instructions are below.

Please contact the appropriate judge's clerk via e-mail to reschedule your 9:00 a.m. cases via Zoom:

Judge Kramer - Jeanna - jcross@k3county.net

Judge Sliwinski - Troy - tschultz@k3county.net

Judge Gerts - Amie - acorzine@k3county.net

<p><u>Meeting ID</u> The Zoom meeting ID number for each Judge is listed below and will always remain the same. You may login early and wait for the judge to log in to start the meeting (you may be in a waiting room until admitted).</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Judge Kramer (Room 103)</td> <td style="width: 50%;">942 3244 1472</td> </tr> <tr> <td>Judge Sliwinski (Room 104)</td> <td>934 6497 8397</td> </tr> <tr> <td>Judge Gerts (Room 110)</td> <td>998 6478 5187</td> </tr> </table>	Judge Kramer (Room 103)	942 3244 1472	Judge Sliwinski (Room 104)	934 6497 8397	Judge Gerts (Room 110)	998 6478 5187	<p><u>Password</u> Once you login, you will be asked for a password to join the meeting.</p> <p>The password for each judge is listed below and will always remain the same:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Judge Kramer (Room 103)</td> <td style="width: 50%;">357707</td> </tr> <tr> <td>Judge Sliwinski (Room 104)</td> <td>450/RM104</td> </tr> <tr> <td>Judge Gerts (Room 110)</td> <td>Oz%#EnB!&</td> </tr> </table>	Judge Kramer (Room 103)	357707	Judge Sliwinski (Room 104)	450/RM104	Judge Gerts (Room 110)	Oz%#EnB!&
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<p><u>Procedure for attorneys or self-represented litigants using a computer with a camera & microphone:</u></p> <ol style="list-style-type: none"> 1. Go to Zoom.us/join. 2. Type your meeting ID and click Join. 3. Click on "Open Zoom Meetings". If you do not have Zoom installed, click on "download and run Zoom" and open the .exe file to install. 4. Type in your passcode and click Join Meeting. 5. Screen should load showing your face. Click "join with video". 6. Message will appear, click "join with computer audio". 	<p><u>Procedure to using Zoom on cell phone:</u></p> <ol style="list-style-type: none"> 1. Download the Zoom app on your call phone. 2. Open the app and tap "Sign up" (by following the prompts). 3. Tap "Join". 4. Input your meeting ID. 5. Message box may ask for the password, Input the assigned judge's password. 6. Tap "Join with video". 7. Tap "call using internet audio". 8. Tap anywhere on the screen to make the header bars appear. 	<p><u>Procedure for using Zoom on a landline or phone with Zoom app:</u></p> <ol style="list-style-type: none"> 1. Dial the below US dial-in number: 312-626-6799 2. When prompted, input the assigned judge's meeting ID followed by the pound key (#) 3. When prompted, input the assigned judge's password followed by the pound key (#) 											

The Judge may mute participants until their case is called.

All parties must enter their first and last names to identify themselves.

Failure to appear whether through the Zoom call or in person, may result in a default being entered against you.