

## IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS

### GENERAL ADMINISTRATIVE ORDER No. 2023 – 03

#### **SUBJECT: Remote Court Proceedings Pursuant to Illinois Supreme Court Rule 45**

Illinois Supreme Court Rule 45, effective January 1, 2023, governs remote appearances in circuit court proceedings. The purpose of this Order is to provide information to the public about attending court remotely, either by phone or video in compliance with Supreme Court Rule 45. The definitions in [Supreme Court Rule 45](#) apply to this Order.

#### **IT IS HEREBY ORDERED:**

The following procedures are provided for the benefit of the public for assistance in attaining access to justice:

##### **1. How to Appear Remotely:**

- a. You may have the option to attend your court date by phone or video. This is called a remote court appearance, remote court date, or appearing remotely. It may also be referred to as “appearing by or via Zoom” or “Zoom Court.”
- b. If you are attending by video, you can find the Zoom Meeting ID and password for all courtrooms on the [Circuit Court website](#). If you are attending by phone only (without video), you can also find the dial-in information on the [Circuit Court website](#).
- c. The Zoom Meeting IDs, passwords, and dial-in information are organized on the [Circuit Court website](#) by Division (case type) for cases in Chicago and by District (suburban location) for cases in Skokie, Rolling Meadows, Maywood, Bridgeview, and Markham. Division or District information is contained in your summons or other court documents
- d. If you do not have access to a computer or mobile device, you can visit a courthouse Zoom Room. The staff in the Zoom Room can help you use Zoom from a courthouse computer or from your mobile device to appear for your remote court date. Zoom Rooms are located at the following locations:
  - i. [Leighton Criminal Court Building](#)  
2600 S California Avenue Chicago IL 60608  
Zoom Room Location: Room 99  
Telephone Number: (773) 674-8260
  - ii. [Domestic Violence Courthouse](#)  
555 W. Harrison Chicago, IL 60605  
Zoom Room Location: Main Level Screening Area Room 1400  
Telephone Number: (312) 325-9000

- iii. Richard J. Daley Center  
(First Municipal District, Chancery Division, County Division, Domestic Relations Division, Law Division, Probate Division)  
50 W. Washington Chicago, IL 60602  
Zoom Room Locations: Room CL16, East Lobby Information Desk,  
Courtroom 1302 Eviction Zoom Station  
Telephone Number: (312) 603-9232
- iv. Second Municipal District Courthouse-Skokie  
5600 Old Orchard Road Skokie IL 60077  
Zoom Room Location: 155B  
Telephone Number: (847) 470-7536
- v. Third Municipal District Courthouse – Rolling Meadows  
2121 Euclid Avenue Rolling Meadows, IL 60008  
Zoom Room Location: Room 221  
Telephone Number: (847) 818-3198
- vi. Fourth Municipal District Courthouse – Maywood  
1500 Maybrook Drive Maywood, IL 60153  
Zoom Room Location: Room 200  
Telephone Number: (708) 865-5951
- vii. Fifth Municipal District Courthouse – Bridgeview  
10220 S. 76th Avenue Bridgeview, IL 60455  
Zoom Room Location: Room 235  
Telephone Number: (708) 974-7023
- viii. Sixth Municipal District Courthouse - Markham  
16501 S. Kedzie Avenue Markham, IL 60428  
Zoom Room Location: Room LL071 (lower level)  
Telephone Number: (708) 232-4004

**2. Which Documents Must Include Remote Appearance Information:**

- a. All summonses, notices, and court orders setting court dates where case participants have the option to appear remotely shall, at a minimum, include the following:
  - i. the Zoom Meeting ID, Password, and Link or instructions for where to obtain this information;
  - ii. dial-in information; and
  - iii. the courthouse address and courtroom number.
- b. The judge presiding over the case may require additional information to be provided about remote court dates. Case participants should review any standing orders by the judge presiding over the case to find out if that judge requires

additional information. Judges' standing orders can be found on the [Circuit Court website](#) under the tab for the division or district in which your case is pending.

**3. How to Get Help Appearing Remotely:**

- a. If you need help finding the Zoom Meeting ID, Password, and dial-in information for your case, contact the Clerk of the Circuit Court of Cook County at (312) 603-5030. Clerks can look up your case by your name or case number and tell you the courtroom number, judge's name, Zoom Meeting ID, Password, and dial-in information for your case.
- b. Visit [the Illinois Courts' website](#) for remote court resources, including written instructions and short videos on how to Zoom from a computer and mobile device.

**4. When You Can Choose to Appear Remotely or in Person and When You Have to Ask for Permission to Appear Remotely**

**a. In Civil Matters:**

- i. Except for the court dates listed below in Section (4)(a)(ii), you can choose to appear remotely or in-person without advance approval from the judge for all court dates.
- ii. You must ask the judge presiding over the case for permission to appear remotely for the following court dates:
  1. Hearings where evidence will be presented, except for *ex parte* evidentiary hearings where only one party is presenting evidence (e.g., emergency orders of protection and hearings on applications for waiver of court fees);
  2. Settlement conferences;
  3. Bench trials; and
  4. Jury trials.

**b. In Criminal Matters that do not Involve the Possibility of Jail or Prison Time:**

- i. Except for the court dates listed below in Section (4)(b)(ii) you can choose to appear remotely or in-person without advance approval from the judge for all court dates.
- ii. You must ask the judge presiding over the case for permission to appear remotely for the following court dates:
  1. Hearings where evidence will be presented, except for *ex parte* evidentiary hearings where only one party is presenting evidence (e.g., emergency orders of protection and hearings on applications for waiver of court assessments);
  2. Settlement conferences;
  3. Bench trials; and
  4. Jury trials.

**c. In Juvenile Abuse, Neglect, and Dependency Matters and Juvenile Intervention Matters:**

- i. Except for the court dates listed below in Section (4)(c)(ii), you can choose to appear remotely or in-person without advance approval from the judge for all court dates.
- ii. You must ask the judge presiding over the case for permission to appear remotely for the following court dates:
  1. Hearings where evidence will be presented, except for hearings on applications for waiver of court fees;
  2. Adjudication hearings;
  3. Permanency hearings;
  4. Disposition hearings; and
  5. Termination of parental rights hearings.

**d. In Juvenile Delinquency Matters:**

- i. You can choose to appear remotely or in-person without advance approval from the judge for the following court dates:
  1. Initial appearances;
  2. Initial or subsequent appearances at which continued detention of a minor will be determined;
  3. Status hearings;
  4. Waivers of a preliminary hearing;
  5. Arraignments on an information or indictment at which a plea of not guilty will be entered;
  6. Presentations of a jury waiver; and
  7. Hearings where no evidence will be presented.
- ii. You must ask the judge presiding over the case for permission to appear remotely and if you are a minor, the judge must accept your waiver of an in-person appearance in accordance with Supreme Court Rule 45(d)(2), for the following court dates:
  1. Negotiated pleas;
  2. Hearings where evidence will be presented, except for hearings on applications for waiver of court fees;
  3. Sentencing hearings;
  4. Probation revocation hearings;
  5. Arraignments or other proceedings or appearances at which a plea of guilty will be entered; and
  6. Bench trials or stipulated bench trials.

**e. In Criminal Matters that Involve the Possibility of Jail or Prison Time:**

i. You can choose to appear remotely or in-person without advance approval from the judge for the following court dates:

1. Initial appearances;
2. Status hearings;
3. Waivers of a preliminary hearing;
4. Arraignments on an information or indictment at which a plea of not guilty will be entered;
5. Presentations of a jury waiver;
6. Hearings where no evidence will be presented; and
7. Hearings conducted under the Sexually Violence Persons Commitment Act (725 ILCS 207/1 et seq.) at which no witness testimony will be taken.

ii. You must ask the judge presiding over the case for permission to appear remotely, and if you are the defendant, the judge also must accept your waiver of an in-person appearance in accordance with Supreme Court Rule 45(d)(2), for the following court dates:

1. Negotiated pleas;
2. Hearings where evidence will be presented, except for hearings on applications for waiver of court assessments;
3. Sentencing hearings;
4. Probation revocation hearings;
5. Arraignments or other proceedings or appearances at which a plea of guilty will be entered;
6. Hearings conducted under the Sexually Dangerous Persons Act (725 ILCS 205/0.01 et seq.); and
7. Bench trials or stipulated bench trials.

**5. When You Must Appear in Person**

In criminal matters that involve the possibility of jail or prison time, jury trials must be held in person, except that witnesses may be allowed to testify remotely with the approval of the judge presiding over the case and with the agreement of the parties.

A judge presiding over a case may order you or another case participant to appear in person for reasons specific to the case, including failure to act in accordance with **Section 7** during a remote court date. The judge must tell you on the record if you are required to attend a future court date in person.

**6. How to Ask for Permission to Appear Remotely When Approval is Required:**

- a. If you wish to appear remotely for a future court date that would otherwise require you to appear in person, you must ask the judge presiding over the case for permission by:
  - i. Making an oral request while appearing for court either remotely or in-person; or
  - ii. Filing a written motion at least two (2) days in advance of the next court date with notice of the motion provided to any other parties and attorneys in the case.
- b. The other parties and attorneys in the case may make oral or written objections to any requests to appear remotely when approval is required. If the judge presiding over the case grants the request, you will be notified. If you are not notified that the request has been granted, you must appear in person.

**7. How to Act When Appearing Remotely:**

- a. A remote court appearance is a court appearance, and you must act the same way you would if you were appearing in person in the courtroom. All the same rules regarding demeanor, language, dress, civility, and respect apply to all remote court dates and to all case participants, including the judge presiding over the case, court staff, lawyers, litigants, and witnesses. Additional tips for appearing for remote court dates can be found in the Chicago Bar Foundation's [Guide for Going to Court on Zoom or by Phone](#).
- b. **How to Get Ready**
  - i. You should use best efforts to appear remotely from a quiet place without distractions. If you are appearing by video, unsuitable filters or backgrounds must be removed.
  - ii. You should make sure you have a stable internet or phone connection, fully charged device, and functioning video and/or audio.
- c. **How to Dress When Appearing by Video**
  - i. You should dress as if you are attending court in person in the courtroom. Hats or headwear are not permitted except for religious or medical reasons, and sunglasses must be removed.
- d. **How to Identify Yourself**
  - i. If you are appearing by video, you should use best efforts to make sure you are properly named on screen. You put your first and last name and case number as your name on the screen, if possible. Nicknames and pre-assigned names such as "PHONE123" do not help the court identify who should be allowed into the remote courtroom and may result in a delay in admission.

- ii. If you are calling into a remote court appearance, you should identify yourself when asked. You will be assigned a name so that your phone number does not appear. If you are appearing on Zoom by phone only, you can dial \*6 to mute and unmute yourself and \*9 to raise and lower your hand.

**e. How to Participate in the Remote Proceeding**

- i. You should remain muted until your case is called or you are asked to unmute. Any members of the public or media participating in the proceeding must remain muted and not interfere with the remote court date unless asked to speak.
- ii. As with any court date, you must be courteous, civil, and respectful to all case participants. Only one person may speak at a time, and case participants shall not speak over one another.
- iii. If you are appearing by video, you should leave your video on unless you are directed otherwise.
- iv. Eating, drinking, or chewing gum is not allowed without the court's permission, and the use of tobacco or vaping products is prohibited.
- v. You should use best efforts to remain in one place while appearing remotely, and avoid moving around (e.g., appearing from a moving vehicle or pacing) or stepping away without permission.
- vi. All electronic devices aside from the one you are using for the remote court date should be turned off or silenced and notifications should be muted.
- vii. If the judge presiding over the case determines that you or another case participant is behaving in a disruptive or abusive manner, the judge will give a warning and an opportunity to make changes. However, if the behavior continues, the judge may mute or remove you and/or the other case participants or order you and/or the other case participants to appear in person.

**f. Recording**

- i. You may not record or take any pictures or screenshots, or otherwise capture an image or recording of a remote court date without the court's permission.

**8. Information on Remote Court Proceedings:**

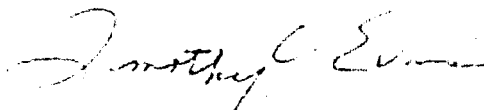
- a. Information in this General Administrative Order and any amendments shall be posted on the [Circuit Court's Website](#) and the [Circuit Clerk's website](#), and periodically through other court communications.

**IT IS FURTHER ORDERED** that, except where as otherwise ordered herein, this order is effective immediately.

Dated this 18<sup>th</sup> day of April, 2023.

**ENTERED**  
JUDGE TIMOTHY EVANS-1592  
APR 18 2023  
IRIS MARTINEZ  
CLERK OF THE CIRCUIT COURT  
OF COOK COUNTY, ILL.  
DEPUTY CLERK *EM*

ENTER:



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**Timothy C. Evans**  
Chief Judge