

REMOTE COURT INSTRUCTIONS FOR PARTICIPANTS

Civil cases may be conducted via Zoom Video conferencing. 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 to schedule your cases via Zoom:

Judge Parkhurst – Trish – 815-936-5740
 Judge Jones - Jeanna - 815-936-5703
 Judge Sliwinski - Troy - 815-936-5741
 Judge Nicholson - April –815-936-5702
 Judge Claudio – Brianna – 815-936-5730

<u>Meeting ID</u>		<u>Password</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 start the meeting (you may be in a waiting room until admitted).		Once you log in, you will be asked for a password to join the meeting. The password for each judge is listed below and will always remain the same:	
Judge Parkhurst	204 999 2049	Judge Parkhurst	lpcourt#1
Judge Sliwinski	934 6497 8397	Judge Sliwinski	450/RM104
Judge Nicholson	962 7297 6542	Judge Nicholson	CR#110nan
Judge Jones	988 142 1907	Judge Jones	majcourt@1
Judge Claudio	931 3594 9982	Judge Claudio	cr#109blc

<u>Procedure for attorneys or self-represented litigants using a computer with a camera & microphone:</u>	<u>Procedure to using Zoom on cell phone:</u>	<u>Procedure for using Zoom on a landline or phone with Zoom app:</u>
<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”. 	<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. 	<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.