

## KANKAKEE COUNTY COURTHOUSE REMOTE COURT INSTRUCTIONS FOR PARTICIPANTS

Civil cases may be conducted via Zoom Video conferencing. Limited Criminal and Traffic cases can be conducted by Zoom. See Administrative Order 2023-2 – Remote Appearances. Zoom is free and can be used with a desk or laptop computer, smart phone or tablet with a camera or a landline phone. Instructions are below.

Please contact the appropriate judge’s clerk to schedule your cases via Zoom:

Judge Claudio – Brianna- 815-936-5730	Judge Jones – Jeanna- 815-936-5703
Judge Cunnington – Shavon- 815-936-5726	Judge Nicholson – Amie - 815-936-5702
Judge Dickenson – Lisa- 815-936-5706	Judge Parkhurst – Trisha - 815-936-5740
Judge Drew – Merita- 815-936-5704	Judge Purcell – Jana – 815-936-5739
Judge Elliott – Shelby- 815-936-5705	Judge Sliwinski – Troy- 815-936-5741

### Meeting ID

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).

Judge Claudio ..... 931 3594 9982	Judge Jones ..... 988 142 1907
Judge Cunnington ..... 210 474 4291	Judge Nicholson ..... 962 7297 6542
Judge Dickenson ..... Call Clerk for Instructions	Judge Parkhurst..... 204 999 2049
Judge Drew ..... Call Clerk for Instructions	Judge Purcell ..... 230 490 2937
Judge Elliott ..... Call Clerk for Instructions	Judge Sliwinski ..... 934 6497 8397

<u>Procedure to using a computer with a camera &amp; microphone:</u>	<u>Procedure to using Zoom on cell phone:</u>	<u>Procedure for using Zoom on a landline or cellphone:</u>
<ol style="list-style-type: none"> <li>1. Go to Zoom.us/join.</li> <li>2. Type your meeting ID and clickJoin.</li> <li>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.</li> <li>4. Click “Join Meeting”.</li> <li>5. Screen should load showing your face. Click “join with video”.</li> <li>6. Message will appear, click “join with computer audio”.</li> </ol>	<ol style="list-style-type: none"> <li>1. Download the Zoom app on your cell phone.</li> <li>2. Open the app and tap “Sign up” (by following the prompts).</li> <li>3. Tap “Join”.</li> <li>4. Input your meeting ID.</li> <li>5. Tap “Join with video”.</li> <li>6. Tap “call using internet audio”.</li> <li>7. Tap anywhere on the screen to make the header bars appear.</li> </ol>	<ol style="list-style-type: none"> <li>1. Dial the below US dial-in number: 312-626-6799</li> <li>2. When prompted, input the assigned judge’s meeting ID followed by the pound key (#)</li> <li>3. No Password is required.</li> </ol>

**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.**