

**VIRTUAL APPEARANCE PROCEDURES**

**\*\*WITH PERMISSION FROM THE COURT\*\***

**JUDGE ALEXANDER R. CHRISTINE, JR. Courtroom 216**

**DIVISION 65**

**In person appearance is required for MOST criminal court appearances unless special circumstances warrant an exception, in which a proper motion must be filed. A Notice of Electronic Appearance for criminal defendant should also be filed with the Clerk of Courts.**

**For Civil cases, a proper motion must be filed unless the order setting the hearing states that remote appearance is allowed.**

Zoom Website: [www.zoom.us](http://www.zoom.us)

Zoom Video Conference Meeting ID: 255 827 5617 (no password required)

When you log into Zoom:

- Make sure your device is named with your first and last name.
- Make sure you have audio and video enabled when you log in.
- You will be placed into the virtual waiting room. You will be moved into the virtual courtroom once the court proceedings begin.
- Make sure that your microphone is muted when you are moved into the virtual courtroom.
- If you question whether you are in the correct Zoom meeting, please message the Judicial Assistant (in Zoom) to verify that you are in the correct place.

*ALTHOUGH COURT IS BEING HELD VIA ZOOM VIDEO, IT IS STILL A COURT PROCEEDING.*

**Technical failures may count as failures to appear and may result in dismissal of the action, a default or final judgment against you, or capias issued in a criminal case.**

- You should always dress and act appropriately, just like you are in the actual courtroom.
- You should not move your device around during the proceeding.
- You should limit distractions.
- You should find a quite place to participate in the hearing.
- You should make sure that others using their Wi-Fi network minimize their usage in order to have the best possible connection.
- Participants who interrupt the proceedings or create a distraction will be disconnected.
- Unauthorized recording of Zoom proceedings is not permitted.
- If a court reporter is present, they must meet the requirements in Seventh Judicial Circuit Administrative Order 2014-023.