

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

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 quiet 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.