

INSTRUCTIONS FOR ZOOM (REMOTE) HEARINGS

Judge Joshua A. Meyer

Remote hearings set by the Court: All parties, including attorneys and self-represented litigants, may request to appear via Zoom. If a party does not have access to Zoom, then that party is to appear by telephone. Alternatively, that person may appear at the Courthouse on the date and time for the hearing if they are unable to access the remote options.

- **Note:** If a participant fails to appear remotely, by phone or in person, **a default judgment/ex parte Order may be entered against that party, or a warrant issued for the person's arrest (if applicable).**

Requests for Remote Appearances: Not all requests for remote hearings will be honored. Some cases/hearings are presumed ineligible for remote appearances and/or some hearings will require all parties to appear in person. If you are requesting a hearing be conducted remotely, you must first make a written request filed with the Clerk of the Court and provide notice to the opposing side.

Other Important Information:

- 1) Participants are responsible for accessing and joining the proceeding. The Court will not contact participants.
- 2) All attorneys, self-represented litigants, and witnesses **shall turn their video on** when Court is in session.
- 3) Zoom/Remote proceedings are still considered Court proceedings, and all courtroom rules and procedures shall remain in effect, including proper decorum, proper dress, and appropriate language.
- 4) Eating food, smoking, and driving a vehicle while Court is in session is strictly prohibited. All those appearing by Zoom shall dress as if they are appearing in Court.

****TO JOIN THE ZOOM/REMOTE HEARING****

Click on the following link:

<https://zoom.us/j/3795396439?pwd=tPmpsI0VrfNDCDkKndaqgut4PfDfTb.1&omn=96068394087>

Zoom Contact:	Judge Meyer
Meeting ID:	379 539 6439
Password:	judgeJAM25

- **Note:** When logging on, you will remain in the "Waiting Room" until the Judge lets you into your hearing. *Some wait times vary depending on the Court's docket.*

****See next page for other important log-in information****

****How to Use Zoom****

With a Computer or Smartphone with a camera and microphone:

- 1) For 1st time users, create a Zoom account by visiting <https://join.zoom.us>
- 2) Once Zoom opens, click **“Join a Meeting.”**
- 3) Input the Judge’s Meeting ID 379 539 6439 as requested.
- 4) Message box will appear. Click **“Open Zoom Meetings.”**
- 5) If prompted, enter the **Password** judgeJAM25
- 6) Screen should load, showing your face.
- 7) Click **“Join with Video.”**
- 8) Message box will appear.
- 9) Click **“Join with Computer Audio.”**

If unable to appear via Zoom and calling from a landline or for telephonic appearances:

- 1) Dial 1-312-626-6799 (CST) or if you do not live in the Central Standard Time Zone, log onto <https://zoom.us/j/3795396439> to find your local dial-in number.
- 2) When prompted, enter the Judge’s Meeting ID: 379 539 6439, followed by the pound (#) sign.
- 3) When prompted, indicate you are a Participant and enter the Password judgeJAM25 followed by the pound (#) sign.

If you have trouble, please contact the Circuit Clerk’s Office at 217-854-3211 and the party who noticed the hearing (whose contract information will be on the Notice of Hearing). Please advise them of your name and case number. Failure to make contact with any of the above may result in your absence being unexcused.

****See 7th Circuit Administrative Order 23-2 and Supreme Court Rule 45 for additional details****

Attorneys, parties and/or witnesses are strictly prohibited from recording the Court Proceedings.