

INSTRUCTIONS for ZOOM (REMOTE) HEARINGS

Judge April G. Troemper

** (See also 7th Circuit Administrative Order 23-2) **

Remote hearings set by the Court: All parties, including attorneys and self-represented litigants, shall appear via Zoom. If a party does not have access to Zoom, then that party is to appear by telephone, using the call-in information on page 2. 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, and/or fails to file an answer/responsive pleading within the allotted time, **a default or an *ex parte* Order may be entered against that party.**

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 contact the Court's Assistant directly or file a Motion. The Court conducts Remote hearings at designated times, so prior approval is necessary for scheduling purposes. While Courts are to liberally approve requests for remote appearances, do not presume your request will automatically be granted. Certain restrictions and/or technical/staffing limitations may apply.

- **Note:** If your request is granted, you must further comply with Administrative Order 23-2 regarding Notice to the other parties. The party noticing up the hearing **must** also provide a copy of these **Instructions** with the Notice of Hearing and file Proof of Service/Notice of Delivery with the Circuit Clerk reflecting such service.

Other Important Information:

- 1) Participants are responsible for accessing and joining the proceeding. The Court will not contact participants.
- 2) All participants appearing remotely **must include the case number and the party or role they represent next to their screen name.**
- 3) All Attorneys, self-represented litigants, and witnesses **shall turn their video on** when Court is in session.
- 4) **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.**
- 5) Eating while Court is in session (via Remote Hearings) is **strictly prohibited.**

- **Note:** Failure to comply with these rules may result in the hearing being terminated and/or a finding of contempt.

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

Click on the following link:

<https://zoom.us/j/98380670859?pwd=VitEOVBtCHR1L0JMR0FHUGxXWnQvdz09>

Zoom Contact:	Judge Troemper
Meeting ID:	983 8067 0859
Password:	judgeAT@90

- **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.* Make sure to have your case number and the party or role you represent next to your screen name.

**** 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** 983 8067 0859 as requested.
- 4) Message box will appear. Click “**Open Zoom.**”
- 5) If prompted, enter the **Password** judgeAT@90.
- 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/98380670859> to find your local dial-in number.
- 2) When prompted, enter the **Judge’s Meeting ID** 983 8067 0859, followed by the pound (#) sign.
- 3) When prompted, indicate you are a Participant and enter the **Password** 5408723931 followed by the pound (#) sign.

For Technical Difficulties:

- 1) If you are having technical difficulties, you should immediately contact Judge Troemper’s Court Specialist at 217-854-3211 (ext. 5041) and by email at: haley.stephens@macoupincountyil.gov.
- 2) However, since often times Judge Troemper and her Court Specialist are in another Court proceeding, the Court Specialist may not be able to access telephone messages and emails.
- 3) Therefore, if you were unable to communicate with the Court Specialist personally and directly, it is imperative that you also contact:
 - a. the Circuit Clerk’s Office at 217-854-3211 and
 - b. the party who noticed the hearing (whose contact information will be on the Notice of Hearing).
 - i. Please advise them of your name and case number.
 - ii. 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