

**IN THE CIRCUIT COURT OF THE THIRTEENTH JUDICIAL CIRCUIT
LASALLE, BUREAU AND GRUNDY COUNTIES, ILLINOIS**

ADMINISTRATIVE ORDER 24-22

**In re: Remote Appearances in Circuit Court Proceedings pursuant to
Supreme Court Rule 45**

It is hereby ordered that Administrative Order 23-12 is hereby rescinded and replaced with this Administrative Order.

1. Purpose

The purpose of this Order is to provide information to the public about attending court remotely (by phone or video conference) pursuant to Illinois Supreme Court Rule 45 (Supreme Court Rule 45) effective January 1, 2023. This Order shall become effective immediately and remain in effect until further order of this Court.

2. Permitted Remote Appearances and Required Personal Appearances

Except as otherwise set forth in this Order, a person's opportunity to participate remotely in civil, juvenile, and criminal/traffic matters shall be as set forth in Supreme Court Rule 45, 725 ILCS 5/106D-1, and 725 ILCS 5/109-1(f). Unless the Court has waived a person's appearance for a specific hearing or proceeding, a person not permitted by Supreme Court Rule 45, 725 ILCS 5/106D-1, or 725 ILCS 5/109-1(f) to appear remotely must appear in person for the hearing or proceeding.

3. Case Types Exempted from Remote Appearances

Pursuant to Supreme Court Rule 45(b)(2), in the Thirteenth Judicial Circuit the following case types are exempted from the option to appear remotely and require an in person appearance unless the judge presiding has granted permission to appear remotely by Court order:

- a. All criminal matters, traffic, juvenile, mental health and Streator Branch Court proceedings;
- b. All civil Evictions (EV), Orders of Protection (OPs), Small Claims (SC) and first appearance LM cases;
- c. The following civil case proceedings:
 - i. Hearings where evidence will be presented;
 - ii. Settlement Conferences;
 - iii. Bench Trials;
 - iv. Jury Trials;
 - v. Contempt of Court;

- vi. Any other civil matter in which the judge presiding requires the parties to appear in person by Court order.
- d. All divorce and family law proceedings in Grundy County.

4. Documents That Must Include Remote Appearance Information

All summonses, notices, and court orders setting court dates where case participants have the option to appear remotely shall include the following: (1) the Zoom Link or instructions where to obtain this Zoom information, (2) dial-in information, and (3) the courthouse address and courtroom number.

5. When You Can Choose to Appear Remotely

In all civil matters, except those case types exempted in Paragraph 3 above, you can choose to appear remotely in your court appearances without any advance approval from the judge.

(a) How to Get Help Appearing Remotely

If you need help appearing remotely, information can be obtained from the following websites:

Bureau County:	https://circuitclerk.bureaucounty-il.gov
Grundy County:	www.grundycountyil.gov
LaSalle County:	www.lasallecounty.com

Other information and assistance regarding remote appearances can be obtained from the Circuit Clerks:

Bureau County	(815) 872-2001
Grundy County:	(815) 941-3256
LaSalle County:	(815) 434-8671

(b) How to Join a Remote Hearing

All courts within the Thirteenth Judicial Circuit use Zoom for remote hearings. All persons desiring to appear remotely must be able to access and use the Zoom platform with devices capable of receiving and transmitting data without interruption. Zoom (video and audio) or call-in (audio only) links are provided on each county's website as listed above. Procedures for requesting permission to appear remotely.

(c) Procedures for Requesting Permission to Appear Remotely

Unless otherwise allowed by (1) an individual Court's own standing order or (2) a case-by-case exception made within the Court's discretion, a person seeking permission to appear remotely pursuant to Supreme Court Rule 45(c) or (d) must seek that permission through a written motion filed, scheduled, and served as required by Circuit Court Rules 2.1(a) and 2.1(c).

(d) How to Act When Appearing Remotely.

A remote court appearance is a court appearance, and you must act the same way you would if you were appearing in person in the courtroom. All the same rules regarding demeanor, language, dress, civility, and respect apply to all remote court appearances and to all case participants.

(e) How to Get Ready

You should use your best efforts to appear remotely from a quiet place without distractions. If you are appearing by video, unsuitable filters or backgrounds must be removed. You should make sure you have a stable internet or phone connection, fully charged device, and functioning video and/or audio.

(f) How to Dress When Appearing by Video

You should dress as if you are attending court in person in the courtroom. Hats or headwear are not permitted except for religious or medical reasons, and sunglasses must be removed.

(g) How to Identify Yourself

If you are appearing by video, you must use your best efforts to make sure you are properly named on screen. Nicknames and pre-assigned names such as "PHONE123" do not help the court identify who should be allowed into the remote courtroom and may result in a delay in admission.

(h) Recording

The Court is responsible for the official record of the remote hearing, and no party may record any part of the hearing through the Zoom platform or any other means. You may not record or take any pictures or screen shots, or otherwise capture an image or recording of a remote court date without the Court's permission.

(i) How to Participate in the Remote Proceeding

The Court will host the hearing and will control entry into the hearing. You should remain muted until your case is called or you are asked to unmute. Any members of the public or media participating in the proceeding must remain muted and not interfere with the remote court appearance unless asked to speak.

As with any court appearance, you must be courteous, civil, and respectful to all case participants. Only one person may speak at a time, and case participants shall not speak over one another.

If you are appearing by video, you should leave your video on unless you are directed

otherwise.

Eating, drinking, or chewing gum is not allowed without the court's permission, and the use of tobacco or vaping products is prohibited.

Be in a quiet area with minimal background noise/distractions and be sure that your camera background is court-appropriate. Children, animals and parties not involved in the case should not be present with you during the proceeding.

You should use best efforts to remain in one place while appearing remotely. Avoid moving around (for example, pacing or appearing from a moving vehicle) or stepping away without permission.

All participants must be in an environment free of video and/or audio distractions. All electronic devices aside from the one you are using for the remote court appearance should be turned off or silenced and notifications should be muted.

If requested by a party and if technologically feasible, the Court may allow breakout meetings, private chats, or other private communication between attorneys and clients during the hearing; provided, however, that during the testimony of any person, the person who is testifying may not communicate by private chat with any other person.

If the judge presiding over the case determines that you or another case participant is behaving in a disruptive or abusive manner, the judge may give a warning and an opportunity to make changes. However, if the behavior continues, the judge may mute or remove you and/or the other case participants or order you and/or the other case participants to appear in person. Further, the Court may sanction or hold the case participant in contempt of court as provided in (k) below.

(j) Conduct of Remote Hearings

Remote hearings shall be conducted to the same standards as hearings traditionally conducted in a courtroom and in accordance with the Illinois Code of Civil Procedure, Illinois Supreme Court Rules, and the Local Rules of the 13th Judicial Circuit.

In addition to the procedures and rules for participation cited above, the manner in which a remote proceeding will be conducted remains within the discretion of the judge presiding over the individual case.

The Court shall be entitled to terminate or suspend the remote hearing for technological or other reasons at any time.

(k) Sanctions/Contempt

Failure to comply with the rules of conduct set forth in this Order may result in the imposition of sanctions or a finding of contempt of court.

6. Where the Local Order and Any Amendments Will Be Shared.

Information in this Order and any amendments shall be posted on the Circuit Clerk's websites, in public areas of the courthouses and to the Presidents of the LaSalle, Bureau and Grundy County Bar Associations for distribution to members.

Entered: 5/24/24



H. Chris Ryan Jr., Chief Judge

Distribution

Greg Vaccaro, LaSalle County Circuit Clerk
Corri Trotter, Grundy County Circuit Clerk
Dawn Reglin, Bureau County Circuit Clerk
Judges of the Thirteenth Judicial Circuit
LaSalle, Bureau & Grundy County State's Attorneys
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