

# How to Use Zoom for Your Court Proceedings

This information can be accessed from [www.18thjudicial.org](http://www.18thjudicial.org)

The DuPage County courthouse remains open for business from 8:00am to 4:30pm daily, with all divisions hearing all court matters, either in person or remotely. Court dates can be viewed by attorneys at the Attorney Access portal at [eaccess.18thjudicial.org](http://eaccess.18thjudicial.org) (Eaccess) or by the general public at [epay.18thjudicial.org](http://epay.18thjudicial.org) (Epay). Zoom Call information can be found at the Remote Court Proceedings Page on [www.18thjudicial.org](http://www.18thjudicial.org). Courthouse operational information can be found at <https://www.dupageco.org/courts/>

**DuPage County will not send individual Zoom invitations under normal circumstances. You are responsible for attending the virtual proceeding on your case at the appropriate date and time.**

Traffic court proceedings are not being held remotely at this time. Please come to court in person if you are scheduled to appear on a traffic matter.

## What will I need to attend Court using Zoom?

You will need a desktop computer, laptop, tablet or smartphone that is equipped with a camera and microphone and a stable internet connection. Zoom stations are available in the Law Library on a first come, first serve basis. Participants who do not have access to those devices, should refer to Other Call-In Options at the bottom of this document. The instructions for attending a remote proceeding are as follows:

## Optional Step: Install Zoom for Free

Installing Zoom is not required to attend a Zoom Court proceeding.

For **smartphones** and **tablets**, install ZOOM from the (Google/Android) Play Store or (iPhone) App Store.

For your **desktop computer, laptop** or notebook device with webcam and microphone, please visit [www.zoom.us](http://www.zoom.us) and follow the instructions to download the app.

Test your Zoom connection by going to [www.zoom.us/test](http://www.zoom.us/test) and make sure your audio and video connections are working properly. If your signal strength is too weak this may impact your ability to participate in the virtual proceedings. If you are unable to connect properly, see the *Troubleshooting* Section or *Other Call-In Options*.

## Optional: Create an Account

DuPage County does not require you to have a zoom account, and you do not need to sign in to attend a Zoom proceeding. However, attorneys who practice in multiple jurisdictions may find it helpful to manage their meeting schedule through a free Zoom account. Create a Zoom account by going to Zoom.us, and click, "sign up, it's free" and follow the prompts from there. You will need to use your email address and create a password.

# How to Join a Zoom Proceeding

Be sure to join the Zoom call 10 minutes before the start time.

There are two ways to find the link to your Zoom proceeding.

1. Use the Remote Court Proceedings Page on [www.18thjudicial.org](http://www.18thjudicial.org). You may search for a case number or by court room location and date.

Click Join Now and provide the Passcode.

2. Using the Attorney [Eaccess](#) website or the general public [Epay](#) website, use the search feature to find your case. You may search by case number or by party name. Once you view the case summary, there will be a link to access your Zoom Call on the day of the proceeding.

Case Summary Details			
Case Details			
Case Number	20120001578	Next Court Date	07-06-2020 <a href="#">Remote Court Hearings (Zoom)</a>
File Date	07-27-2012	Next Court Location	COURTROOM 3009
Case Title	IN RE: THE MARRIAGE OF ELIZABETH M SCAFFINO AND JOSEPH SCARDINO	Next Court Time	01:30 PM
Agency	Clerks Office	Assigned Location	COURTROOM 3009
Legal Status	CLOSED	Address Change	<a href="#">Change Address Only</a>
Balance Due Amount	\$0.00		
Counts			
	Count Number	Count Description	Count Status Complaint Number
	0001	DISSOLUTION OF MARRIAGE	CLOSED

Click Here to find the Zoom information on this case.

The Zoom remote court session information includes the meeting ID and password. Please take note of them, as you may be asked to enter them. A “Join Now” link to the proceeding will be provided.

1. Clicking on the Join Now link will open your Zoom app and it may require you to enter the Zoom session’s meeting ID and password. (You can also go directly to <https://zoom.us>, click Join a Meeting and enter the information.
2. After you enter the meeting ID and password, a screen should load showing your face, after you see this screen, click “**join with video**” in the lower left corner.
3. Once you see a video feed, you will have joined the Zoom session and you will usually be placed into the Zoom Waiting Room. (In the Waiting Room, you cannot hear or see the court proceedings.) The Judge will admit you to the proceeding when ready.
4. The name that you choose for yourself will be shown on the screen during the call.
  - Attorneys must add the word “Attorney” to their first name. For example, an attorney named John Doe would use “Attorney John” as their first name and “Doe” as the last name.) Attorneys that are participating in multiple cases should use the first case number on the docket.
  - Self-represented litigants, parties and witnesses **must** use your full name as it appears in your case as well as your case number so that you can be identified. If you fail to do so, you may not be admitted into the proceeding from the Waiting Room.

5. When the court is ready, you will be allowed entry into the Zoom meeting from the Waiting Room. If your case is not being discussed, you must MUTE your device until you are called upon to speak.
6. A message box will then appear asking you to “**join with computer audio,**” or “**join with internet audio.**” Selecting this will allow you to hear the meeting and speak through your device.

## Troubleshooting

- If several people are using Zoom or other video streaming services, this may affect the quality of your virtual proceeding. If possible, ask others in your household or office to stop non-essential streaming activities like YouTube or Netflix while you are attending a virtual proceeding.
- If you hear a feedback echo while using multiple devices, remember that only one device can have the audio turned on. Mute all other devices except for one.
- If you do not have a microphone on your computer, you can start the video call and join the audio portion by dialing into the phone number listed in the Meeting Details. You will need the Meeting ID and the Passcode to join the phone conference. You will also need to mute the sound on your computer.

## Tips:

- Do not join the Zoom meeting while in a moving vehicle. Internet connectivity may affect your Zoom connection.
- Please MUTE YOUR DEVICE while other cases are being heard. Don't forget to un-mute when your case is announced. If there is a red line through the microphone you are muted and cannot be heard by the people in the meeting. When it is your turn to speak, you will need to unmute yourself by clicking the microphone.
- Remote proceedings using Zoom are for court participants ONLY. Members of the public who wish to observe court may attend court proceedings in person.
- You may join the Zoom court session early. Some judges may admit everyone in the Waiting Room at the start of the call, or they may admit you on a case-by-case basis. Please do not speak before your case is called.
- If you arrive late, you may end up waiting in the Waiting Room. The judge will periodically check the Waiting Room for late arrivals.
- If you have not previously clicked on the “Join by Video” button, you may click on “start video” after joining the meeting so that others can see you. If the “start video” icon on the bottom left corner has a red line through it, that means that no one else can see you.

# **Zoom Videoconference Rules of Conduct**

## **Conduct Yourself as You Would Inside a Courtroom**

- **Dress appropriately.** Appropriate attire is mandatory for any appearance in court. Participants should dress for Zoom proceedings as if they were attending Court in person.
- **Avoid background noise and distractions.** The background area behind you should be appropriate for court. It will be seen by the Judge and others attending the proceeding. Do not sit directly in front of or behind a window because the light or reflection can affect the video.
- **Choose a quiet place to participate in the proceeding.** Cell phones should be muted, doors closed, and disruptions minimized.
- **Use language appropriate for a courtroom.**
- **Remain on mute until you are called upon to speak.** Do not speak over anyone, and do not interrupt anyone.
- When your case is called, unmute your microphone, and state and spell your first and last name for the record.
- Attorneys should identify whom they represent and identify themselves on the screen by adding “attorney” before their name.
- Make sure you have a stable internet connection. Ask others in your house or office to avoid significant data use (game or video streaming, etc.) while on a video call. If you do not have a reliable internet connection visit the DuPage County Law Library where Zoom stations are available to the public to attend a court proceeding.
- Be aware that a court reporter or language interpreter may interrupt from time to time to clarify who is speaking.
- **Failure to follow the Court’s rules may result in removal from the proceeding and/or a finding of contempt of court.**
- The Zoom proceeding is recorded and used solely by the Court Reporter’s Office to create the official court record. Therefore, any video recording, audio recording, photographing, taking screenshots, and/or making a livestream is strictly prohibited. The recording, publishing, broadcasting, or other copying or transmission of courtroom proceedings by video, audio, still photography, or any other means is strictly prohibited by Illinois Supreme Court Rule 68(A)(8) and is subject to the penalties for contempt of court.
- **Participants must always keep their video on and sound on mute unless otherwise directed by the judge.**
- The judge presiding over the court proceedings may add or omit any instructions listed in the Zoom Videoconference Rules of Conduct at their discretion, at any time.

## Other Zoom Features

- Breakout Room: If two or more participants need to have a private conversation, the Judge can send them into their own meeting and then bring them back into the proceeding when the conversation is over.
- Share Screen: This feature can be used to share documents that you have on your computer. The ability to present documents will depend on the courtroom. If a document needs to be shared with the participants, be prepared to show a PDF version from your computer with the “Share Screen” feature or in any other manner in which that court deems appropriate (i.e., Dropbox). The Judge will be the only one to allow participants to share screen.
- Chat Room: This feature can also be used to send documents or messages. Some courtrooms may allow the chat rooms. However, you may not have a private chat with the judge at any time. If anyone uses the chat to have an ex parte communication (private chat) with the Judge, the Judge will let everyone know, and that person may be removed from the proceeding.

## Call-In Options

If you are unable to join using a computer, laptop, or smartphone, participants may join the proceeding by calling in. While you will not be able to see the other participants, and they will not be able to see you, you will still be able to hear each other.

You will then need to enter the phone number followed by the pound sign (#) located on the courtroom’s Daily Remote Court Session schedule.

You will join the meeting on mute. To unmute yourself when dialing in by phone, **you must press \*6**. You should remain on mute except when it is your turn to speak. Please identify yourself when it is your turn to speak, please speak clearly and loudly so that everyone can hear you.

## Advanced – Managing Multiple Zoom Proceedings

Attorneys may be attending multiple zoom proceedings during a court session. Managing this effectively requires a computer and an internet browser like Internet Explorer, Firefox or Chrome. You may open multiple tabs and connect each tab to a Zoom Call. If you begin attending one proceeding, please use the Chat feature and notify the courtroom clerk(s) on the other proceedings that you are in a different proceeding. The courtroom clerk can notify the judge, who can skip your case until you return.

## More Zoom Assistance

- For a short video on How to Join a Zoom meeting:  
<https://www.youtube.com/watch?v=hlkCmbAHQQ>
- For a short video on Joining a Zoom meeting for the first time (8:15 minutes in duration):  
<https://www.youtube.com/watch?v=9isp3qPeQ0E>
- For a short video on how to use Zoom on a mobile device (10:45 minutes in duration):  
<https://www.youtube.com/watch?v=sOJkfflN804>