

STATE OF ILLINOIS )  
 ) SS.  
COUNTY OF WILL )

IN THE CIRCUIT COURT OF THE TWELFTH JUDICIAL CIRCUIT  
WILL COUNTY, ILLINOIS

ADMINISTRATIVE ORDER NO. 2020-20

**FILED**

MAY 19 2020  
WILL COUNTY CIRCUIT CLERK

**REMOTE APPEARANCES IN CIVIL MATTERS**

WHEREAS, the Court has entered Administrative Orders to authorize modifications to Court proceedings and protocols in light of the COVID-19 health emergency;

WHEREAS, the Federal government, State government and the Centers for Disease Control have issued Orders and recommendations that individuals maintain social distancing in order to reduce the spread of COVID-19;


WHEREAS, the Civil Division of the Twelfth Judicial Circuit wishes to use remote appearances in order to reduce the number of individuals having to appear in person before the Court;

**THEREFORE, IT IS HEREBY ORDERED THAT** pursuant to Administrative Orders 2020-08 and 2020-16, the Civil Division sets forth the following procedures for remote appearances in civil cases:

1. Until further notice, cases currently scheduled before the Court after May 31, 2020, shall be conducted by remote appearance via Zoom. The Circuit Clerk is Ordered to notify all parties of record.
2. This Order shall be served with all issued summons, including those issued with the filing of a new lawsuit.
3. Attorneys and self-represented litigants shall appear at the remote proceeding by Zoom or telephone. If a party is unable to participate by Zoom or telephone, the party is required to appear at the courthouse and comply with all face-covering and social distancing requirements.
4. The attached Remote Court Instructions are adopted included with this Order.
5. All participants are responsible for accessing and joining the Zoom proceeding. The Court will not contact the parties to join the proceeding.
6. All attorneys and self-represented litigants must provide and update e-mail address(es) and phone number(s) through the Circuit Clerk's website at [www.circuitclerkofwillcounty.com](http://www.circuitclerkofwillcounty.com).
7. All courtroom rules and procedures shall also be observed in all remote proceedings, including use of proper decorum, proper dress, and appropriate language.
8. Recording of these proceedings is strictly prohibited. The official Court record will continue to be created electronically or by a certified court reporter.
9. Attorneys shall submit a proposed Order by the end of the business day through EFile IL.
10. Failure to appear, whether through the Zoom call or in person, may result in a default judgment.

This Order is effective immediately.

DATED THIS 19 DAY OF MAY, 2020.

  
Richard C. Schoenstedt, Chief Judge

Circuit Clerk (Original)  
Judges  
State's Attorney  
Will County Bar Associations

# Remote Court Instructions for Participants

Court in the Annex rooms A117, A129, A201, A227, A236, A311, Room 111 in the Main Courthouse, and Room 02 in the River Valley Justice Center will be conducted via Zoom until further notice. Zoom is free and can be used with a laptop, smart phone with a camera, landline, or other telephone. Instructions are below.

## Meeting ID

The Zoom meeting ID number for each judge is listed below and will always remain the same. You may login early and wait for the judge to log in to start the meeting (you may be in a waiting room until admitted).

J. Anderson (Rm A236) – 930 2919 0133  
J. Jarz (Rm A311) – 919 7619 1672  
J. O’Leary (Rm A227) - 556 881 0712  
J. Osterberger (Rm 111) – 954 9877 7674  
J. Petrunaro (Rm A117) - 992 7448 0487  
J. Rickmon (Rm A201) – 959 2357 1680  
J. Rossi (Rm A129) - 912 2466 3711  
J. Allen (Rm 002) - 719 811 8159  
J. Pavich (Rm 002) - 963 0988 4732

## Password

Once you login, you will be asked for a password to join the meeting.

The password for each judge is listed below and will always remain the same:

J. Anderson (Rm A236) – 236236  
J. Jarz (Rm A311) – 311311  
J. O’Leary (Rm A227) - 227227  
J. Osterberger (Rm 111) – 111111  
J. Petrunaro (Rm A117) - 117117  
J. Rickmon (Rm A201) – 201201  
J. Rossi (Rm A129) - 129129  
J. Allen (Rm 002) - 002002  
J. Pavich (Rm 002) - 002002

## Procedure for attorneys or self-represented litigants using a computer with a camera & microphone:

1. Create a Zoom account by going to Zoom.us and click "sign up, it's free" and follow the prompts from there.
2. Make sure your email address and phone numbers are current with the Circuit Clerk’s office.
3. Once Zoom opens, click "join a meeting" on the upper right.
4. Message box will appear asking for meeting ID number. Input the assigned judge’s meeting ID.
5. Message box will appear. Click "open Zoom."
6. Message box may ask for the password. Input the assigned judge’s password.
7. Screen should load, showing your face. Click "join with video."
8. Message box will appear, click "join with computer audio."

## Procedure for using Zoom on cell phone:

1. Download the Zoom cloud meeting app on your cell phone.
2. Open the app and tap "Sign Up" (by following the prompts).
3. Tap "Join."
4. Input the meeting ID number or personal link name. Input assigned judge’s meeting ID.
5. Message box may ask for the password. Input the assigned judge’s password.
6. Tap "Join with video."
7. Tap "call using internet audio."
8. Tap anywhere on the screen to make the header bars appear.

## Procedure for using Zoom on a landline or phone without Zoom app:

1. Dial one of the below US dial-in numbers:

	+1 312 626 6799
United States of America	+1 929 436 2866
	+1 301 715 8592
	+1 669 900 6833
	+1 253 215 8782
	+1 346 248 7799

2. When prompted, input the assigned judge’s meeting ID as listed above, followed by the pound key (#).
3. When prompted, input the assigned judge’s password as listed above, followed by the pound key (#).

**The Judge may mute participants until their case is called.**

**Failure to appear whether through the Zoom call or in person, may result in a default being entered against you.**