



CCM COVID-19 ALERT

May 11, 2020

DU PAGE COUNTY REMOTE PROCEDURES

Due to the COVID-19 National Emergency, all Du Page Chancery, Domestic Relations, and Law Division matters scheduled between May 18, 2020 and June 05, 2020, will be heard remotely. This does not include jury trials, evidentiary hearings, arbitrations, or mediations. Remote proceedings will be conducted through Zoom, CourtCall, or other platforms preferred by the assigned judge. The precise methods and procedures of remote hearings will be determined by the presiding judge.

In addition to the typical rules of court, remote proceedings shall be subject to [Administrative Order 20-20](#). Per Administrative Order 20-20, all attendees shall appear in the same appropriate attire and with the same decorum as they would at a physical hearing. Parties will limit distractions and interruptions during their appearances and may not talk over each other.

For the sake of efficiency, all parties must communicate readily with the court and each other. To schedule a Zoom hearing, parties should submit a request to the presiding judge's secretary with a minimum seven-days' notice. Requests should include the email addresses of all parties, the case number, and caption. Requesting parties will then be sent information for the scheduled Zoom call. Notice of the scheduled hearing should be given to other parties at least a week in advance.

Attorneys must sign in to Zoom proceedings with the word "Attorney" followed by their full names. Parties and witnesses must simply sign in with their full names. If an

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attorney has multiple Zoom hearings scheduled at the same time, the attorney should contact the judge's assistant a week in advance to make them aware of the problem. Judges are aware this will be an issue and are prepared to accommodate these complications with appropriate notice.

Remote appearances will be recorded by the court; private recording of proceedings is strictly forbidden. Any recording or submission that is not typically part of the record shall not be made part of the record by virtue of a remote proceeding.

All Chancery Court judges currently accept electronic orders. Until May 18, 2020, Law Division pleadings should be submitted to the presiding judge's administrative assistant. After May 18, 2020, all judges will accept electronic orders. All parties are strongly encouraged to resolve issues through agreed orders when applicable. Courtesy copies and other documents should be submitted to the court via email. Specific email instructions and addresses can be found on each judge's website.

While courts are scheduled to resume in-person hearings by June 5, 2020, safety is everyone's highest priority, and judges are willing to make arrangements for individuals who do not feel safe appearing in person after June 05, 2020. Above all, the most important thing to remember is that the courts understand this is a confusing and demanding situation. The best way to avoid future problems is to regularly communicate with the court about any questions or concerns. Du Page County has led the way in initiating remote court proceedings, and Du Page

judges have made it clear they will accommodate and work with parties to keep things moving as smoothly as possible.

We are incredibly appreciative of our judges and court staff for all of their work to ensure our legal system continues to run efficiently despite these challenging circumstances.

Thank you Du Page County and stay safe.

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