

**IN THE CIRCUIT COURT
FOR THE FIFTH JUDICIAL CIRCUIT OF ILLINOIS
DANVILLE, VERMILION COUNTY, ILLINOIS**

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) No.
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NOTICE OF REMOTE HEARING

YOU ARE HEREBY NOTIFIED that a remote hearing by [] telephone [] video conference will be held herein on _____, 20____, at _____ .m., or as soon thereafter as the parties may be heard, in Courtroom ____ before the Honorable _____, judge presiding. The purpose of this hearing is _____.

PARTIES AND/OR COUNSEL PARTICIPATING IN HEARING:

Plaintiff/Petitioner: _____
Email: _____
Telephone: _____

Attorney: _____
Email: _____
Telephone: _____

Defendant/Respondent: _____
Email: _____
Telephone: _____

Attorney: _____
Email: _____
Telephone: _____

Other: _____
Email: _____
Telephone: _____

This remote hearing will be conducted as follows:

- A. All persons must use legal names to participate in remote hearing.

- B. The remote hearing will be conducted as if all participants were personally present and in accordance with the Illinois Rules of Civil Procedure, Illinois Rules of Evidence, Illinois Supreme Court Rules, and Local Rules of the Circuit Court of the Fifth Judicial Circuit.
- C. If a party has not appeared in a proceeding and/or a party does not have an email address or telephone number listed above, that party may participate in the scheduled remote hearing by appearing personally at the courthouse at the scheduled time. If that is not feasible, a timely filed motion to continue should be filed and presented.
- D. During testimony of any person, you may not be allowed to communicate by private chat or otherwise with any other person. The Court has the ability, if feasible, to allow breakout meetings or other private communication between attorneys and clients during the hearing.
- E. The remote hearing will be conducted with an official record made by the Court. No participant may record any part of the hearing through any platform or means whatsoever.
- F. All participants must be in an environment free of distractions, interruptions and other disturbances and shall be alone in a secure room with the doors closed.
- G. When a participant is not speaking, his or her microphone shall be muted.
- H. All participants must be able to appear both by video and audio unless the remote hearing is a telephonic hearing or otherwise authorized by the Court.
- I. A list of any witness names, email addresses, and telephone numbers must be exchanged and filed with the Court at least three days prior to any hearing.
- J. The Court may terminate or suspend the remote hearing for technological or other reasons at any time.
- K. Participants in remote hearings should take time prior to the remote hearing to become familiar with devices to be used. The telephone to be used should be functioning well and with proper service. The device to be used for a video conference should have a camera and microphone that function well. Generally speaking, a telephonic remote hearing will be conducted by the participants placing a joint call to the Court. A video conferencing remote hearing will be conducted by participants using a link provided in an email or text message from the Court to join a Zoom meeting originated by the Court. Participants are asked to place any telephone call to the Court for a telephonic remote hearing 5 minutes before the scheduled time and to stand ready to be admitted to a video conferencing remote hearing 5 minutes before the scheduled time.
- L. Information concerning joining a Zoom meeting may be found at the following link: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>.

Although this hearing will be held remotely, the judge presiding over this matter will be in a courtroom at the Rita B. Garman Vermilion County Courthouse, 7 North Vermilion Street, Danville, Illinois. The courtroom will be open to the public unless otherwise determined by the Court.

Certificate of Service

Under penalties as provided by law pursuant to 1-109 of the Illinois Code of Civil Procedure, the undersigned certifies that a copy of this notice was sent by E-mail to the parties whose names appear below, using the e-mail addresses indicated therein, or by placing it in an envelope addressed to the party with postage fully prepaid and depositing the same in a US Postal Service Mail Box in _____, Illinois at or before 5:00 p.m. on this ____ day of _____, 20____.
