Instructions for Probate Division
Virtual Hearings
Effective October 27, 2020

In light of the 2020 global coronavirus pandemic, in order to protect the health and safety of the general public and the Court's Judges and employees, and in furtherance of the measures set forth in Cook County Circuit Court General Administrative Order No. 2020-02 (amended September 3, 2020), until further notice, cases filed in the Probate Division will be managed pursuant to the following Instructions for virtual hearings.

1.   Accessing the Zoom Hearing

a.   Each Judge will utilize an individual Zoom Account through which he/she may conduct the daily call.

b.   The meeting ID will remain the same for each Calendar on each day. The meeting ID for each Calendar is as follows:

Calendar	Name	Recurring Zoom #	Meeting Password
Calendar 1	Carolyn Quinn	943-1309-9144	598-671
Calendar 2	Carolyn Gallagher	912-1199-9674	559-091
Calendar 7	Joel Buikema	937-7172-2336	655-983
Calendar 8	Kent Delgado	973-6333-0421	843-479
Calendar 9	Stephanie Miller	958-0588-9933	871-226
Calendar 10	Aicha MacCarthy	974-8824-5324	574-056
Calendar 11	Terrence McGuire	949-9741-2923	620-250
Calendar 12	Jesse Outlaw	950-4590-0846	383-491
Calendar 13	Daniel Degnan	941-8836-9040	133-720
Calendar 14	Daniel Malone	824-9860-4014	935-124
Calendar 15	Shauna Boliker	987-1163-7423	277-091
Calendar 16	Susan Kennedy-Sullivan	982-6205-3371	328-621
Calendar 25	James Murphy	989-0553-5582	887-675
Calendar 29	Daniel Tiernan	824-3528-9640	688-249

c.   Participants will not be allowed to enter the meeting until the Host joins the meeting. The Host may be the Judge, a Probate Division staff member, or an extern. Participants can join the meeting (call) 30 minutes prior to the beginning of the court call.

d.   The Zoom meeting can be accessed by computer, smartphone, or telephone:

i.   To join the meeting by computer, go to www.zoom.us. At the top of the screen, click "Join a Meeting". In the pop-up box that appears, enter the meeting ID number. Click Join. After clicking Join, you will be prompted to enter the meeting Password. After entering the meeting password, you will join the meeting.

ii.   To join the meeting by smartphone application (app), search for "zoom.us" in your smartphone's app store. From the search results, download and open the app entitled "ZOOM Cloud Meetings". Accept the Terms and Conditions. Tap the blue button entitled "Join a Meeting". Enter the meeting ID number, the session ID number, and click Join. After clicking Join, you will be prompted to enter the Password. After entering the meeting password, you will join the meeting

iii.   To join the meeting via telephone, dial (312) 626-6799 and enter the meeting ID number. You will then be asked for the password, which you should enter and press pound (#). Finally, you will be asked for the "session ID number". There is no session ID number, so simply press pound (#). Upon pressing pound (#), you will be allowed into the meeting.

e.   Upon joining, participants will be placed in the "Waiting Room" and will remain there until they are checked in by the Host or the Co-Host.

i.   During check-in, participants should be ready to provide the participant's name, case name, case number, and names of the other expected participants in that hearing.

ii.   If there are other participants in the hearing (e.g. other attorneys, witnesses, clients, etc.), the Court will not call the case until all participants are in the Waiting Room.

iii.   Following check-in, participants will be placed back in the Waiting Room and remain there until the Court is ready for your case.

f.   If able, each participant should rename his Zoom name to his full name (e.g. John Doe). If a participant cannot change his name or does not know how to change it, the Host or Co-Host will change it for the participant.

2.   **Conduct during the Zoom Hearing**

a.   At the commencement of every hearing, each participant shall identify every person in their presence as well as if/when anyone enters or leaves the room in which the participant is located.

b.   All participants shall use their best efforts to be courteous to one another, including but not limited to the following:

i.   Not speak over one another;
ii.   Insure to the best of their ability that they are in camera range at all times;
iii.   Minimize background noise; and
iv.   Silence their phones during the hearing.

c.   The Judge retains broad discretion to take appropriate steps for those participants who do not comply with the foregoing, including but not limited to, muting participants, admonishing the participants, and holding a participant in contempt of court.

d.   Any person who wishes to speak confidentially with another person during the hearing (e.g. attorney/client) may ask to be placed in the Breakout Room.

e.   Pursuant to Illinois Supreme Court Rule 63(a), all parties and persons in attendance are prohibited from making audio or video recordings of any proceeding or taking any photographs of the proceedings.

3.   **Admonishments**

a.   The video or audio recording of the proceedings through any device or format (except by the authorized Court Reporter) is strictly prohibited. Failure to comply with this admonishment may result in the imposition of sanctions or in a finding of contempt of court.

b.   No communication of any kind is permitted between a witness, including a party, during his/her testimony (from the time the witness takes the stand until the witness is excused) and any other person by any means (e.g. verbally, texts, email, use of private chat functions, etc.)

4.   **Court Reporters**

a.   Only a Court Reporter can prepare an official record of a virtual hearing. A Court Reporter can attend the proceeding as a Zoom participant and must be invited by the Host. The Court Reporter is the only person authorized to transcribe the virtual hearing proceeding. Any recording by a party or other person of a virtual hearing without the permission of the Court is prohibited.

b.   The Court will provide an Official Court Reporter for Adult Guardianship cases and Orders of Protection hearings. Official Court Reporters will not report Minor Guardianship and Decedent matters unless a party retains an independent Court Reporter.

5.   **Interpreters**

a.   Interpreters are available upon request with advance notice. Requests for Spanish and Polish interpreters must be made at least 48 hours in advance of the hearing. Requests for interpreters of languages other than Spanish and Polish must be made at least five (5) business days in advance.

b.   American sign language interpreters, certified deaf interpreters, and CART services are available upon request with advanced notice. Requests for these services must be made at least five (5) business days in advance of the hearing.

  c. To request an interpreter, the requesting party shall email Joseph Fleming (joseph.fleming@cookcountyil.gov) and Nicholas Zausch (Nicholas.zausch@cookcountyil.gov). The email shall include the case name, case number, court calendar, name of the assigned Judge, and language needed.

  d. If the requesting party does not have access to email, he/she may request an interpreter by calling (312) 603-7545 or (312) 603-7546. The voicemail shall include the case name, case number, Court Calendar, name of the assigned Judge, and language needed.

6. <u>Questions or Concerns</u>

  a. If you have any problems accessing the meeting within 30 minutes of the hearing, send an email to Nicholas Zausch at Nicholas.zausch@cookcountyil.gov and Joseph Fleming at joseph.fleming@cookcountyil.gov with "URGENT: Zoom Hearing" in the subject line. In the body of the email, include your name, case number, phone number, and the problem you are having. You will be contacted to facilitate your access to the meeting.

  b. If attorneys and self-represented litigants do not have access to the Internet or have questions regarding the Probate Division or these Instructions, please contact the administrative assistant at (312) 603-7545 or (312) 603-7546.

      Enter: _Daniel B. Malone #2012 10/27/2020_
         Daniel B. Malone
         Acting Presiding Judge
         Probate Division

DATED: October 27, 2020