

OCT 03 2023

IN THE CIRCUIT COURT  
OF THE FOURTEENTH JUDICIAL CIRCUIT  
STATE OF ILLINOIS

*James R. Winkler*  
Clerk of the Circuit Court

---

AMENDED ADMINISTRATIVE ORDER NO. 2023CA31

---

**REMOTE APPEARANCES AND PROCEDURES**

All appearances under this rule shall comply with SCR 45 and 241 as amended.

1. 1<sup>st</sup> Appearance and 1<sup>st</sup> Pre-Trial Hearings in Traffic and Misdemeanor Court can be held by Zoom. All other hearings shall be in person.
2. For Zoom link information:
  - a. Traffic and Misdemeanor cases: links are available on the circuit court website. Please note your wait time can be up to two hours. The judge will finish all in person parties first.
3. For all other hearings a Motion to Appear Electronically, and Additional Proof of Delivery will need to be completed and E filed with the Circuit Clerks office. The links are posted below.

[Illinois Standardized Forms - Approved - Additional Proof of Delivery \(windows.net\)](#)

[Illinois Standardized Forms - Approved - Motion \(windows.net\)](#)

Examples of these completed forms will be found attached to this document.

**A. General Rules**

1. Any judge in the 14th Judicial Circuit has the discretion to create and maintain a remote hearing or docket to address safety or health concerns, provide cost or time savings to the court or parties, or improve efficiency and management of court operations. In the creation and scheduling of such hearings, judges and courthouse personnel should strive to utilize technology which is readily available to the public and attorneys and is available at either no cost or low cost to participants.

2. Nothing in this rule requires a judge to hold either a remote hearing in any proceeding unless otherwise mandated by law or other established court procedure. Those proceedings allowed to be conducted by video or telephone under SCR 45(c) - 45(e) may be required to be in person if the judge determines the nature of the hearing, the conduct of the parties or attorneys in the case or the need to allow parties and their attorneys to communicate and negotiate effectively requires it.
  3. When a remote hearing involves a defendant in custody, the judge shall provide a reasonable opportunity for counsel to communicate privately with said defendant prior to, during and immediately after the proceeding.
  4. A judge may direct an attorney to initiate a remote hearing in an individual case as necessary, if that order does not place an undue burden on any one party or attorney.
  5. Persons who appear in a remote hearing must conduct themselves in the same manner and in accordance with the same standards as the Illinois Code of Civil Procedure, Illinois Supreme Court rules, and 14th Judicial Circuit Court Rules. The same rules regarding dress, conduct, demeanor, language and respect for the Court and staff apply as if the participants were physically present in the courtroom.
  6. Judges should make reasonable efforts to allow public viewing of any public court proceeding conducted by video.
  7. In addition to paragraph C below, remote hearing instructions and information will be made available to the bar associations of the 14th Judicial Circuit.
- B. Exempt Matters – The following proceeding types are exempted from remote proceedings and require in-person appearance unless previously authorized by court order to appear remotely:
1. **Criminal Felony and Criminal Misdemeanor**
    - a. Hearings on release from detention
    - b. Recall of a warrant (unless represented by an attorney)
    - c. Evidentiary hearings
    - d. Plea of guilty
    - e. Sentencing
    - f. Jury or bench trial
    - g. Hearing to revoke probation
    - h. Hearings conducted under the Sexually Dangerous Persons Act
    - i. All specialty court proceedings (unless waived by the Court)
    - j. All contempt of court proceedings
  2. **Civil (all subcategories)**
    - a. Case Management Conference (allowed to file electronically agreed order for different date)
    - b. Evidentiary hearings

- c. All eviction proceedings
- d. Settlement conferences
- e. Jury or bench trial
- f. All contempt of court proceedings

**3. Family**

- a. Evidentiary hearings, including all Order of Protection hearings
- b. Settlement conferences
- c. Bench trials
- d. Recall of a warrant (unless represented by an attorney)
- e. All contempt of court proceedings

**4. Juvenile Delinquency**

- a. Hearings on release from detention
- b. Recall of a warrant (unless represented by an attorney)
- c. Evidentiary hearings
- d. Plea of guilty
- e. Sentencing
- f. Jury or bench trial
- g. Hearing to revoke probation
- h. Hearings conducted under the Sexually Dangerous Persons Act
- i. All contempt of court proceedings

**5. Juvenile Abuse & Neglect Hearing**

- a. Evidentiary hearings
- b. Adjudication hearings
- c. Permanency hearings
- d. Disposition hearings
- e. Termination of Parental Rights
- f. All specialty court proceedings
- g. All contempt of court proceedings

**6. Major Traffic, Minor Traffic, DUI, Ordinance Violations**

- a. Hearings on release from detention
- b. Recall of a warrant (unless represented by an attorney)
- c. Evidentiary hearings
- d. Plea of guilty (unless waived by the Court)
- e. Sentencing (unless waived by the Court)
- f. Jury or bench trial
- g. Hearing to revoke probation
- h. All specialty court proceedings
- i. All contempt of court proceedings

C. Non-Exempt Matters (proceedings that are not listed above) – How to appear and connect to a remote proceeding in the 14th Judicial Circuit:

1. 1<sup>st</sup> Appearance and 1<sup>st</sup> Pre-Trial Hearings in Traffic and Misdemeanor Court can be held by Zoom. All other hearings shall be in person.
2. For Zoom link information:
  - a. Traffic and Misdemeanor cases: links are available on the circuit court website.
  - b. All other matters: please reach out to [galongi@co.rock-island.il.us](mailto:galongi@co.rock-island.il.us) and provide your name and case number. You will receive further instructions along with your Zoom link for your hearing.
3. The day of the hearing please join the meeting at least ten (10) minutes early to test your audio and video. Parties and attorneys must appear with video connected. Appearance by phone without video is not allowed unless previously authorized by the court.
4. Join the meeting with your full name displayed on your Zoom application. If you do not have your full name displayed, you may not be allowed to attend the remote hearing and, as a result, be considered a "Failure to Appear."
5. If you cannot access the virtual courtroom through a computer or smart phone, please dial the following phone number: 1-309-558-3274 for other connection options. Please note: technical difficulties on your end that are not resolved by the start of the hearing may result in a "Failure to Appear."
- D. Where to find information and assistance for remote proceedings
  1. Remote hearing information and instructions can be found on the county websites, with more information under "Virtual Hearings." The list below provides phone numbers for circuit clerks for over the phone questions about "Virtual Hearings."
 

a. Henry County Circuit Clerk	309-937-3572
b. Mercer County Circuit Clerk	309-582-7711
c. Rock Island County Circuit Clerk	309-558-3538
d. Whiteside County Circuit Clerk	815-772-5188
- E. How to request a remote proceeding in matters where in-person appearance is required (matters listed in section B above):
  1. Parties who wish to appear remotely for a future court appearance where the proceeding is otherwise scheduled to be in-person shall make such request to the Court by filing a written Motion. Any said request shall be sent to the other party or attorney for a party in the case. Said request must be within fourteen (14) days of scheduling the hearing/trial and in no case later than 7 days prior to the hearing/trial, unless otherwise allowed by the assigned judge. The other party or attorney may make written objection to the Court of said request. It is within the discretion of the Court whether to grant any request where an in-person appearance is otherwise required. Parties are required to attend in-person unless the court has granted the Motion to appear remotely and has entered a court order

or docket stating the same. The forms to be completed are posted on the next page, with example of how they are to be completed attached to this document.

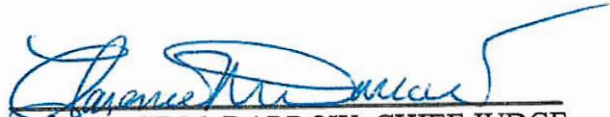
[Illinois Standardized Forms - Approved - Motion \(windows.net\)](#)

[Illinois Standardized Forms - Approved - Additional Proof of Delivery \(windows.net\)](#)

2. Attorneys who wish to appear remotely must follow the steps outlined in section E (1) above and must notify their client of any such request. If the party is required to attend the proceeding in person, the attorney shall be so required unless their appearance is waived by the Court. The other party or their attorney may make written objection to the Court of said request. It is within the discretion of the Court whether to grant any request where an in-person appearance is otherwise required.

In its discretion, the Court may convert an in-person proceeding to a remote proceeding for the health, safety or welfare of the parties or attorneys, or efficiency of the Court. The decision of the Court to switch to a remote proceeding is not determinative for future court hearings.

ENTERED THIS   5   DAY OF OCTOBER 2023.

  
CLARENCE M. DARROW, CHIEF JUDGE  
FOURTEENTH JUDICIAL CIRCUIT

CMD/kda



This form is approved by the Illinois Supreme Court and is required to be accepted in all Illinois Circuit Courts.

<b>STATE OF ILLINOIS, CIRCUIT COURT</b>  <b>COUNTY</b>		<b>ADDITIONAL PROOF OF DELIVERY</b>	<i>For Court Use Only</i>
<b>Instructions ▼</b> Directly above, enter the name of the county where the case was filed.  Enter the name of the person or company that filed this case as Plaintiff/Petitioner.  Enter the name of the Defendants/Respondents.  Enter the Case Number given by the Circuit Clerk.	Plaintiff / Petitioner (First, middle, last name or Company)  v.  Defendants / Respondents (First, middle, last name, or business name)		Case Number

In 1, enter the name of each court document you are sending.

In 1a, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you must enter the lawyer's information.

In 1b, check the box to show how you are sending the document. **CAUTION:** If you and the person you are sending the document to have an email address, you must use one of the first two options. Otherwise, you may use one of the other options.

In c, fill in the date and time that you are sending the document.

1. I am sending the following court document:

**MOTION FOR ZOOM HEARING**

a. To:

Name:

First

Middle

Last

Address:

Street, Apt #

City

State ZIP

Email address:

b. By:

☐ An approved electronic filing service provider (EFSP)

☐ Email (not through an EFSP)

Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.

☐ Personal hand delivery to:

☐ The party

☐ The party's family member who is 13 or older, at the party's residence

☐ The party's lawyer

☐ The party's lawyer's office

☐ Mail or third-party carrier

c. On:

at:

☐ a.m.

☐ p.m.

Date

Time

**NOTICE TO OTHER PARTY TO BE SENT 14 DAYS IN ADVANCE**

Enter the Case Number given by the Circuit Clerk: \_\_\_\_\_

In 2, if you are sending the document to more than 1 party or lawyer, fill in a, b, and c. Otherwise leave 2 blank.

In 2a, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you **must** enter the lawyer's information.

In 2b, check the box to show how you are sending the document.  
**CAUTION:** If you and the person you are sending the document to have an email address, you **must** use one of the first two options. Otherwise, you may use one of the

In c, fill in the date and time that you are sending the document.

Under the Code of Civil Procedure, 735 ILCS 5/1-109, making a statement on this form that you know to be false is perjury, a Class 3 Felony.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

**2. I am sending this document:**

a. To:

Name: \_\_\_\_\_  
                    First                    Middle                    Last

Address: \_\_\_\_\_  
                    Street, Apt #                    City                    State ZIP

Email address: \_\_\_\_\_

b. By:

☐ An approved electronic filing service provider (EFSP)

☐ Email (not through an EFSP)

*Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.*

☐ Personal hand delivery to:

☐ The party

☐ The party's family member who is 13 or older, at the party's residence

☐ The party's lawyer

☐ The party's lawyer's office

☐ Mail or third-party carrier

c. On: \_\_\_\_\_ at: \_\_\_\_\_ ☐ a.m. ☐ p.m.  
                    Date                    Time

**I certify that everything in the *Proof of Delivery* is true and correct. I understand that a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.**

/s/ \_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
City, State, ZIP

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Attorney # (if any)

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

<b>STATE OF ILLINOIS,</b> <b>CIRCUIT COURT</b>  _____ <b>COUNTY</b>		<b>MOTION</b>		<i>For Court Use Only</i>
<b>Instructions ▼</b> Directly above, enter the name of the county where the case was filed. Enter the name of the person who started the lawsuit as Plaintiff/Petitioner. Enter the names of the people and businesses sued as Defendants/ Respondents. Enter the Case Number given by the Circuit Clerk.		_____ <b>Plaintiff / Petitioner</b> ( <i>First, middle, last name</i> )  v. _____ _____ _____ <b>Defendants / Respondents</b> ( <i>First, middle, last name, or business name</i> )		_____ <b>Case Number</b>

**In 1, title your *Motion*. Explain in a few words what you are asking the judge to do. This should match the title you wrote in 1 on the *Notice of Court Date for Motion*.**

---

**In 2, check if you are the Plaintiff/Petitioner or Defendant/Respondent.**

1. **Motion to:** \_\_\_\_\_

2. **Motion by:** ☐ Plaintiff/Petitioner ☐ Defendant/Respondent

3. Write what you are asking the judge to do and the reasons why the judge should agree with you:

## SEEKING A ZOOM HEARING



Enter the Case Number given by the Circuit Clerk: \_\_\_\_\_

- ☐ I need more room to explain and I have listed additional information on the attached *Additional Motion* form.

Under the Code of Civil Procedure, 735 ILCS 5/1-109, making a statement on this form that you know to be false is perjury, a Class 3 Felony.

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

I certify that everything in the *Motion* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.

/s/

Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone

Email

Atty # (if any)

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.

## PROOF OF DELIVERY

1. I am sending the *Motion*

- a. To:

Name:

First

Middle

Last

Address:

Street, Apt #

City

State

ZIP

Email address: \_\_\_\_\_

- b. By:

☐ An approved electronic filing service provider (EFSP)

☐ Email (not through an EFSP)

Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.

☐ Personal hand delivery to:

☐ The party

☐ The party's family member who is 13 or older, at the party's residence

☐ The party's lawyer

☐ The party's lawyer's office

☐ Mail or third-party carrier

In 1a, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you must enter the lawyer's information.

In 1b, check the box to show how you are sending the document.

**CAUTION:** If you and the person you are sending the document to have an email address, you must use one of the first two options. Otherwise, you may use one of the other options.

Enter the Case Number given by the Circuit Clerk: \_\_\_\_\_

In c, fill in the date and time that you are sending the document.

c. On: \_\_\_\_\_ at: \_\_\_\_\_ ☐ a.m. ☐ p.m.  
Date Time

In 2, if you are sending the document to more than 1 party or lawyer, fill in a, b, and c. Otherwise leave 2 blank.

2. I am sending this document:

a. To:

Name:

First

Middle

Last

Address:

Street, Apt #

City

State

ZIP

Email address: \_\_\_\_\_

b. By:

☐ An approved electronic filing service provider (EFSP)

☐ Email (not through an EFSP)

Only use one of the methods below if you do not have an email address, or the person you are sending the document to does not have an email address.

☐ Personal hand delivery to:

☐ The party

☐ The party's family member who is 13 or older, at the party's residence

☐ The party's lawyer

☐ The party's lawyer's office

☐ Mail or third-party carrier

c. On \_\_\_\_\_ at: \_\_\_\_\_ ☐ a.m. ☐ p.m.  
Date

☐ I have completed an *Additional Proof of Delivery* form.

In 2a, enter the name, mailing address, and email address of the party you are sending the document to. If they have a lawyer, you must enter the lawyer's information.

In 2b, check the box to show how you are sending the document.

**CAUTION:** If you and the person you are sending the document to have an email address, you must use one of the first two options. Otherwise, you may use one of the other options.

In c, fill in the date and time that you are sending the document.

If you are sending your document to more than 2 parties or lawyers, check the box and file the *Additional Proof of Delivery* with this form.

Under the Code of Civil Procedure, 735 ILCS 5/1-109, making a statement on this form that you know to be false is perjury, a Class 3 Felony.

I certify that everything in the *Proof of Delivery* is true and correct. I understand that making a false statement on this form is perjury and has penalties provided by law under 735 ILCS 5/1-109.

/s/

Your Signature

Street Address

Print Your Name

City, State, ZIP

Telephone

Email

If you are completing this form on a computer, sign your name by typing it. If you are completing it by hand, sign and print your name.

Enter your complete address, telephone number, and email address, if you have one.

**GETTING COURT DOCUMENTS BY EMAIL:** You should use an email account that you do not share with anyone else and that you check every day. If you do not check your email every day, you may miss important information, notice of court dates, or documents from other parties.