

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

FILED in the CIRCUIT COURT
of ROCK ISLAND COUNTY
GENERAL DIVISION

MAR 31 2023

ADMINISTRATIVE ORDER NO. 2023CA11

James R. Stewart
Clerk of the Circuit Court

REMOTE APPEARANCES AND PROCEDURES

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

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. Evidentiary hearings
 - b. All eviction proceedings
 - c. Settlement conferences
 - d. Jury or bench trial
 - e. All contempt of court proceedings
 3. **Family**
 - a. Evidentiary hearings, including Emergency 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. All parties and attorneys, including any party where their filing fee has been waived, that intend on appearing remotely, shall file a notice with the circuit clerk. The circuit clerk will forward a copy of the notice to galongi@co.rock-island.il.us in Court Administration.
2. A “Notice of Intent to Appear Remotely” must be filed for each hearing in which the party and/or attorney intends to appear remotely. Failure to file said notice will require the party and/or attorney to appear in-person and, if the party does not appear, shall be considered a “Failure to Appear.”
3. The first appearance and first pre-trial hearing in Traffic and Misdemeanor Court can be held by Zoom. All subsequent hearings shall be in person unless previously authorized by the Court.
4. For Zoom link information:
 - a. Traffic and Misdemeanor cases: links are available on each county’s website.
 - b. All other matters: contact galongi@co.rock-island.il.us and provide your name, case number, and county in which the case is filed. You will receive further instructions along with your Zoom link for your hearing.

5. 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.
6. 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."
7. 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. Email the 14th Judicial Circuit Court designee at galongi@co.rock-island.il.us or call:

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
2. Remote hearing information and instructions can be found on the county websites, with more information under "Virtual Hearings." Information and instruction will also be posted in public areas in the four county courthouses of the circuit.

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 14 days prior to the hearing/trial, unless otherwise allowed by the assigned judge. The other party or attorney may make written objections 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.
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 31st day of March, 2023



Clarence M. Darrow
Chief Judge, 14th Judicial Circuit

CMD/kda