

State of Illinois )  
 )  
County of Will County )

IN THE CIRCUIT COURT OF THE TWELFTH JUDICIAL CIRCUIT  
WILL COUNTY, ILLINOIS

ADMINISTRATIVE ORDER NO. 2020-32

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MISDEMEANOR DIVISION COURT REMOTE PROCEEDING PROCEDURE UNDER THE EXIGENT  
CIRCUMSTANCES CREATED BY THE CORONAVIRUS (COVID-19)

IT IS HEREBY ORDERED THAT pursuant to Administrative Orders 2020-08 and 2020-17 permitting the establishment of remote proceedings, in order to facilitate proper social distancing to safeguard the health and welfare of the public as well as to help alleviate congestion in the courthouse, and until further notice, the Misdemeanor Division (Courtrooms 302, 303, 304, 305 and 314) will participate in remote proceedings subject to the following conditions:

- 1. Courtrooms 302, 303, 304, 305 and 314 weekday 10:00 AM and 11:00 AM Court Calls (as well as 9:00 AM court call set in Courtroom 305). "Remote Proceedings" as used in this Administrative Order shall refer to Zoom audio-video communication conferences with Misdemeanor Division Judges. Beginning Monday, August 10, 2020 all currently scheduled status hearings, pre-trial conferences and matters set on the above court calls at 10:00 AM and 11:00 AM (in addition to matters set in Courtroom 305 at 9:00 AM) will proceed via Zoom on the same date and time as previously scheduled unless otherwise ordered by the assigned judge.**

Each Judge's Zoom meeting identification number and password will remain the same, each day, and are as follows:

Judge Barrett (Rm 305): ID # 920 2355 8579	Password: 123456
Judge Bertani (Rm 314): ID # 979 9900 1965	Password: 123456
Judge Braun (Rm 304): ID # 536 560 0178	Password: 123456
Judge Breslan (Rm 302) ID # 976 1091 3597	Password: 123456
Judge Zelazo (Rm 303) ID # 935 8789 0003	Password: 123456

Individuals without access to a computer with camera or cell phone with camera may access Zoom from a landline telephone by dialing one of the following United States dial-in numbers:

+1 312 626 6799	+1 929 436 2866	+1 301 715 8592
+1 669 900 6833	+1 253 215 8782	+1 346 248 7799

2. **Platform.** While the Misdemeanor Court may consider other platforms, all remote proceedings shall be conducted through the “Zoom” platform ([www.zoom.us](http://www.zoom.us)).
  
3. **Procedures for All Remote Proceedings.** The following procedures are required for all remote proceedings:
  - a. The Judge shall initiate or host the remote proceeding. Counsel and defendants should check in at least five minutes before the start of the court call.
  - b. The defendant (unless their presence has been waived by the court) and their attorney shall be present and available at the appointed time and date of the remote proceeding.
  - c. The official court record of the proceedings shall be the recording completed through the electronic Will County court reporting system. Other than the official court record, there shall be no broadcasting, recording or transcription of any kind of the court proceeding by any participant or observer. The Court reserves the right to arrange for livestreaming of the proceeding via youtube.com as it deems appropriate.
  - d. Orders, as directed by the court, shall be submitted to the court within one business day and reflect that the matter was heard on Zoom through a remote proceeding via videoconference or telephone call, the result, as well as the scheduling of any future dates. These orders shall also contain the email address of defense counsel.
  - e. Appropriate dress and decorum by counsel and defendants are expected.
  - f. General Zoom instructions and admonishments may be found on the Will County Circuit Clerk’s website ([www.circuitclerkofwillcounty.com](http://www.circuitclerkofwillcounty.com)) or otherwise provided to the defendant and counsel by the assigned judge.
  
4. **9:00 AM Court Calls in Courtroom 302 (Judge Breslan), Courtroom 303 (Judge Zelazo), Courtroom 304 (Judge Braun) and Courtroom 314 (Judge Bertani).** Currently, the 9:00 AM court call in these courtrooms includes arraignments on new charges, bond returns, bond forfeiture dates, motions to continue, setting of summary suspension hearings and motions to suppress, and other routine non-evidentiary motions. These court calls will continue to be “in-person” court calls, though it is anticipated that in the next sixty days these court calls will also be held as remote proceedings utilizing the Zoom platform.

5. **Evidentiary Hearings and Trials.** Evidentiary hearings and trials will continue to be “in-person” proceedings and will continue to be set at 1:30 PM, 2:30, and 3:30, at the individual judge’s discretion.
  
6. **Pleas and Proposed Agreed Dispositions and Transmission of Necessary Documents to the Court Prior to Remote Hearings.** Guilty pleas and proposed agreed dispositions will be heard as remote proceedings during the morning court calls, provided the hearing does not require testimony. At least three business days prior to the scheduled hearing, counsel shall submit to the judge the all documents necessary to complete the hearing, i.e., Plea of guilty executed by the defendant; Jury Trial Waiver (if applicable); Admonishment form; proposed Sentencing Order and Financial Sentencing Order; DUI evaluation (if applicable). Commonly used forms are accessible through Circuit Clerk’s website. See [www.circuitclerkofwillcounty.com/court-forms/category/criminal](http://www.circuitclerkofwillcounty.com/court-forms/category/criminal) as well as the iforms link also referenced on the Clerk’s website.

Documents requiring a defendant’s signature should be completed prior to their submission. Public Defenders and State’s Attorneys may submit documents to the judge through the county’s interoffice mail delivery system. Additionally, each judge is assigned an email address utilized solely as a conduit for receiving materials necessary to complete remote proceedings. These addresses may be used for transmitting documents to the judge and shall not be utilized to otherwise communicate with the judge. These addresses are:

Judge Barrett – Rm 305: [misdemeanorA@willcountyillinois.com](mailto:misdemeanorA@willcountyillinois.com)  
Judge Bertani – Rm 314: [misdemeanorB@willcountyillinois.com](mailto:misdemeanorB@willcountyillinois.com)  
Judge Braun – Rm 304: [misdemeanorC@willcountyillinois.com](mailto:misdemeanorC@willcountyillinois.com)  
Judge Breslan – Rm 302: [misdemeanorD@willcountyillinois.com](mailto:misdemeanorD@willcountyillinois.com)  
Judge Zelazo - Rm 303: [misdemeanorE@willcountyillinois.com](mailto:misdemeanorE@willcountyillinois.com)

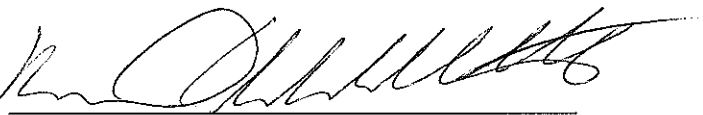
*NOTE: The subject line of emails sent to the above addresses **must** reference both the case name and complete case numbers. Judges will only open emails containing this subject line information. Emails should not reference more than one defendant’s cases. Failure to timely submit to the judge the necessary executed documents and materials will likely result in rejection of the plea or continuance of the case.*

7. **Unrepresented defendants unable to use Zoom.** Effective August 10, 2020, if a defendant unrepresented by counsel is unable to use Zoom - whether by computer with camera, cell phone with camera, or telephone – and their presence at a 10:00 or 11:00 AM proceeding has not been waived, that defendant must appear at the courthouse and participate in the

proceeding through Zoom on a designated computer terminal, if available. If none are available, the defendant shall appear in the designated courtroom in the courthouse on the date and time their case is scheduled. Failure to appear under these circumstances may result in the entry of a bond forfeiture, issuance of a warrant for the defendant's arrest and/or entry of an ex parte judgment.

8. It is intended that these protocols and procedures comply with all applicable law, Supreme Court Rules and local Circuit Court Rules and remain consistent with any mandates and directives from the Illinois Supreme Court and Governor of the State of Illinois as they relate to the COVID-19 pandemic, including but not limited to the Governor's Executive Order 2020-10 and 2020-18 and Administrative Order Numbers 2020-09 and 2020-17.
9. This order is effective August 10, 2020.

DATED THIS 3th DAY OF AUGUST, 2020

ENTER:  \_\_\_\_\_

Circuit Clerk (Original)

Judges

State's Attorney

Public Defender

Will County Bar Associations

# Misdemeanor Division Remote Court Instructions for Participants

Effective August 10, 2020 the 10:00 and 11:00 court calls in Courtrooms 302, 303, 304, 314, and 305 in the main court-house (including 9:00 AM call in Room 305) will be conducted via Zoom until further notice. Zoom is **FREE** and can be used with a computer, laptop, I-Pad, smart phone with a camera, or landline telephone. Instructions are below.

## Meeting ID

The Zoom meeting ID number for each Misdemeanor Division judge is listed below and will always remain the same:

J. Barrett (Rm 305): 920 2355 8579  
J. Bertani (Rm 314): 979 9900 1965  
J. Braun (Rm 304): 536 560 0178  
J. Breslan (Rm 302): 976 1091 3597  
J. Zelazo (Rm 303): 935 8789 0003

**You should login 10-15 minutes early** and wait in order to check-in with the Clerk before the judge starts the court call. You may be in a waiting room

## Password

Once you login, you will be asked for a password to join the meeting. The password for each judge is listed below and will always remain the same:

J. Barrett (Rm 305): 123456  
J. Bertani (Rm 314): 123456  
J. Braun (Rm 304): 123456  
J. Breslan (Rm 302): 123456  
J. Zelazo (Rm 303): 123456

## Procedure for attorneys or self-represented litigants using a computer with a camera & microphone:

1. Create a Zoom account by going to Zoom.us and click "sign up, it's free" and follow the prompts from there.
2. Make sure your email address and phone numbers are current with the Circuit Clerk's office.
3. Once Zoom opens, click "join a meeting" on the upper right.
4. Message box will appear asking for meeting ID number. Input the assigned judge's meeting ID.
5. Message box will appear. Click "open Zoom."
6. Message box will ask for the password. Input the assigned judge's password.
7. Screen should load, showing your face. Click "join with video."
8. Message box will appear, click "join with computer audio."

## Procedure for using Zoom on cell phone:

1. Download the Zoom cloud meeting app on your cell phone.
2. Open the app and tap "Sign Up" (by following the prompts).
3. Tap "Join."
4. Input the meeting ID number or personal link name. Input assigned judge's meeting ID.
5. Message box will ask for the password. Input the assigned judge's password.
6. Tap "Join with video."
7. Tap "call using internet audio."
8. Tap anywhere on the screen to make the header bars appear.

## Procedure for using Zoom on a landline or phone without Zoom app:

1. Dial one of the below US dial-in numbers:

+1 312 626 6799  
+1 929 436 2866  
+1 301 715 8592  
+1 669 900 6833  
+1 253 215 8782  
+1 346 248 7799

2. When prompted, input the assigned judge's meeting ID as listed above, followed by the pound key (#).
3. When prompted, input the assigned judge's password as listed above, followed by the pound key (#).

**The Judge will usually mute participants until their case is called.**

**Failure to appear, whether through the Zoom call or in person, may result in an arrest warrant being issued.**