

STATE OF ILLINOIS, CIRCUIT COURT McLEAN COUNTY	SMALL CLAIMS / ARBITRATION or LAW MINOR SUMMONS ZOOM VIDEO HEARING ONLY (NOT FOR EVICTION CASES)	<i>For Court Use Only</i>
Instructions ▼ Directly above, enter the name of the county where you are filing the case. Enter your name as Plaintiff. Enter the names of all people or businesses you are suing as Defendants. Enter the Case Number given by the Circuit Clerk.	_____ Plaintiff <i>(First, middle, last name)</i> v. Defendants <i>(First, middle, last name or business name):</i> _____ _____ <input type="checkbox"/> Alias Summons <i>(Check this box if this is not the 1st Summons issued for this Defendant.)</i>	_____ Case Number

NOTE: If you are suing more than 1 Defendant, fill out a *Small Claims Summons* form for each Defendant.

In 1(a), enter the name and address of a Defendant. If you are serving a Registered Agent, include the Registered Agent's name and address here.

In 1(b), enter a second address for Defendant if you have one.

In 1(c), check how you are sending your documents to that Defendant.

In 2, enter the amount of money owed to you.

In 3, enter your contact information.

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

1. Defendant's address and service information:

a. Defendant's primary address/information for service:

Name *(First, Middle, Last)*: _____
 Registered Agent's name, if any: _____
 Street Address, Apt #: _____
 City, State, ZIP: _____
 Telephone: _____
 Email Address: _____

b. If you have more than one address where Defendant might be found, list that here:

Name *(First, Middle, Last)*: _____
 Street Address, Apt #: _____
 City, State, ZIP: _____
 Telephone: _____
 Email Address: _____

c. Method of service on Defendant

certified copy by certified or registered mail sheriff OR
 special process server

2. Information about the lawsuit:

Amount claimed: \$ _____

3. Contact information for the Plaintiff:

Name *(First, Middle, Last)*: _____
 Street Address, Apt #: _____
 City, State, ZIP: _____
 Telephone: _____
 Email Address: _____

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.

You have been sued.

Follow the instructions below on how to appear/answer.

Important information for the person receiving this form:

- If you do not appear, the court may decide the case without hearing from you and enter a judgment against you for what Plaintiff is asking.
- Your written *Appearance* must be filed on time and in the proper form.
- Forms for a written *Appearance* are available here: illinoiscourts.gov/forms/approved/default.asp.
- If Plaintiff is suing you for \$10,000 or less, you do not need to file an *Answer/Response* unless the judge orders you to do so.
- You may file an *Answer/Response* found here: illinoiscourts.gov/forms/approved/default.asp.
- If you cannot afford to pay the fee for filing your *Appearance* and *Answer/Response*, ask the Circuit Clerk for an *Application for Waiver of Court Fees* found here: illinoiscourts.gov/forms/approved/default.asp.
- Read all the documents attached to this *Small Claims Summons*.

In 4, enter

- your court date and time

For more information about how to complete 4, see *How to File & Serve a Small Claims Complaint* at illinoiscourts.gov/Forms/approved/Circuit.

4. Instructions for person receiving this Summons (Defendant):

To respond to this *Summons*, you must:

- Appear for a video court hearing via Zoom:

Hearing date: _____ Time: _____ AM PM

Zoom instructions for your video hearing have to be served and included with your summons.

Zoom instructions for your hearing can be found at:

<https://www.mcleancountyil.gov/1422/Remote-Hearings>

Link to Judge Fellheimer's remote hearing.

Or join via computer through Zoom (zoom.us):

Meeting ID: 930 3034 7594

Password (video only): 5AhsNp

Or by phone: 1-312-626-6799

Meeting ID: 930 3034 7594

Password (phone only): 721732

STOP!

The Circuit Clerk will fill in this section.

Witness this Date: _____

Seal of Court

Clerk of the Court: _____

STOP!

The officer or process server will fill in the Date of Service.

Date of Service: _____
(Date to be entered by an officer or process server on the copy of this Summons left with the Defendant or other person.)

Plaintiff: To serve this *Summons*, see *How to Serve a Summons* at illinoiscourts.gov/Forms/approved/Circuit.asp.

All court users:

E-Filing is now mandatory for documents in civil cases with limited exemptions. To e-file, you must first create an account with an e-filing service provider. Visit efile.illinoiscourts.gov/service-providers.htm to learn more and to select a service provider. If you need additional help or have trouble e-filing, visit illinoiscourts.gov/faq/gethelp.asp or talk with your local Circuit Clerk's office.

JUDGE MARK A. FELLHEIMER'S VIDEO COURTROOM 4D
BLOOMINGTON, MCLEAN COUNTY, ILLINOIS
(Not for Eviction/Detinue/Replevin cases)

ZOOM INSTRUCTIONS ON HOW TO APPEAR REMOTELY FOR YOUR COURT APPEARANCE

HOW TO APPEAR FOR YOUR VIDEO COURT APPEARANCE/HEARING—PLEASE READ CAREFULLY

In light of the coronavirus pandemic, the following procedures have been put into place requiring you to appear remotely for your McLean County court case. This is the Small Claims ("SC"), Law Magistrate ("LM") and Arbitration ("AR") docket. Please make sure your case falls into one of those categories. You can only join the hearing on the date and time specified in the Notice of Hearing or Summons for your case. The Court will be using the Zoom video-conferencing platform for these court proceedings.

IMPORTANT: This procedure is only for the morning cases of Judge Fellheimer. Afternoon cases will only be set for a Zoom hearing upon request of the parties or Order of the Court. **Regardless, all trials will be conducted in person, not remotely, so parties must appear at the courthouse for all trials and not by Zoom.**

*These Zoom Instructions must be served with any Summons for any SC/LM/AR case excluding Eviction, Detinue and Replevin cases. It is the Plaintiff's responsibility to ensure that these Zoom Instructions are provided to the process server for service upon the defendant(s). For all other hearings except trials, the party setting the hearing is responsible for sending these Zoom Instructions to the defendant(s) with a Notice of Hearing. Please review the McLean County, Illinois Revised Procedures for Small Claims ("SC"), Arbitration ("AR") and Law Minor ("LM"), including Eviction Cases for more details on court procedures. It may be found @ <https://www.mcleancountyil.gov/167/Forms-and-Resources>

*If an attorney or party is not accustomed to using the Zoom platform, then he or she should sign up for a free Zoom account and practice using the app before joining a court hearing. This can be found at <https://zoom.us/>. You must ensure that your "screen name" is the same as how you are named in the court case to avoid extended wait times.

*Attorneys and parties should "appear" in the Zoom meeting/hearing's waiting room approximately five minutes before the scheduled hearing time. The Court will admit you to the "hearing" room once both sides are present for a case. (Alternatively, depending on the number of people attending court via Zoom, the Court may admit everyone into the hearing room with the understanding that the Judge will recognize and unmute attorneys/parties when he is ready to call certain cases). **Please be patient when you are joining as other cases in the hearing room may be on-going.**

*There will not be an opportunity for negotiations during the hearing, so if parties want to negotiate, they will need to leave the meeting and rejoin thereafter. It is the party's responsibility to ensure they obtain a future court date before leaving a meeting. ***Additionally, both sides are strongly encouraged to communicate with each other in advance of the hearing to avoid additional delays during the hearing and possibly eliminate the need for a hearing. If you have resolved your case prior to the hearing and have confirmation of that from the other side, you do not need to appear for your hearing.***

*Please also position yourselves so that your video camera can rest in a stationary position and not be moving around. All participants should ensure that they are visible in the camera when appearing for their hearings. Please limit background noise.

*Attorneys are welcome to share this invitation with their clients. Represented parties are welcome to attend the hearings with their attorneys if they wish, but represented parties should not address the Court unless permitted to do so. The attorneys will speak for their clients.

*Once admitted to the virtual hearing room, unrepresented parties (litigants who do not have attorneys) will be recognized and unmuted by the Court at the time the Judge is ready to call their case.

*You must dress in an appropriate manner as if you were appearing in-person in court. Attorneys may dress in business casual attire. The use of virtual backgrounds is not permitted.

*The audio or video recording of the proceeding in any manner is strictly prohibited. If you experience technical difficulties, including if the meeting link will not work, please contact Will Scanlon at 309-888-5266.

*We ask for your patience during these hearings. Please remember that appearing remotely saves you time from coming to the courthouse.

PLEASE SEE REVERSE SIDE FOR SPECIFIC ZOOM MEETING INSTRUCTIONS

Instructions for Joining Remote Hearings by Zoom for Judge Fellheimer's Morning Docket/Cases

Topic: Judge Fellheimer's Small Claims ("SC"), Law Minor ("LM") and Arbitration ("AR")
Courtroom Docket--McLean County, Illinois

(1) To Join by Video and Audio with computer or smartphone:

<https://zoom.us/j/93030347594?pwd=ZG9rWVFGczU5ZFZ1cjBkSHQ0akQ3UT09>

Meeting ID: 930 3034 7594

Password: 5AhsNp

(2) To join only by dialing in by phone:

+1 312 626 6799 US (Chicago)

The Chicago phone number should work for people calling from the Midwest. If that number does not work, you may find your local number at:

<https://zoom.us/j/aRnQhDV4Z>

Meeting ID: 930 3034 7594

Password for dialing-in only: 721732

McLean County, Illinois Revised Procedures for Small Claims ("SC"), Arbitration ("AR") and Law Minor ("LM"), including Eviction Cases

Effective April 10, 2021

In response to Illinois Supreme Court Order M.R. 30870 entered February 10, 2021, the SC/LM/AR Policies and Procedures enacted October 2020 are hereby vacated and the following revised procedures are effective April 5, 2021 as follows:

DATE-CERTAIN SUMMONS:

- All SC/LM/AR regardless of case-type must use a date-certain summons.

1ST (Initial) APPEARANCE HEARINGS (the term "Initial Appearance" means "1st Appearance" for purpose of these Revised Procedures):

- Eviction/Detinue/Replevin 1st appearances will be held in-person at the McLean County Law & Justice Center.
- All other SC/LM/AR 1st appearances will be held via Zoom.

ALL HEARINGS OTHER THAN 1ST APPEARANCES (*EXCEPT TRIALS*):

- Any hearing other than a 1st appearance shall be presumed to held via Zoom unless otherwise ordered by the Judge except trials shall be held in person as provided below.

TRIALS:

- All trials will be held in-person at the McLean County Law & Justice Center, 104 W. Front St., Bloomington, IL and WILL NOT BE HELD BY ZOOM---parties must appear in person for trials.

"PREFERRED" SUMMONSES:

- Please visit the McLean County, Illinois Circuit Clerk's website (insert link) for preferred summons forms. You will find one for Evictions/Detinue/Replevin (In-person) and another for all other SC/LM/AR cases (Zoom Remote). Please make sure you use the proper summons to ensure your cases will proceed on the date set. The "preferred" summonses have been tailored to these revised local procedures since some 1st appearances will be remote and others in-person.

ZOOM INSTRUCTIONS FOR REMOTE HEARINGS:

- Judge Fellheimer's Courtroom Zoom Instructions can be found at: (insert link)
- FOR 1ST APPEARANCES: The plaintiff is responsible for having Judge Fellheimer's Courtroom Zoom Instructions served on the defendant with the summons.
- FOR ALL OTHER HEARINGS OTHER THAN TRIALS: The party setting a hearing must attach a copy of Judge Fellheimer's Zoom Courtroom Instructions to the Notice of Hearing and send to the other side.

- Failure to include Zoom instructions may result in a case not being heard on the date set.

OBTAINING A COURT DATE FOR A SC/LM/AR CASE:

- Please email smallclaims_scheduling@mcleancountyil.gov to obtain a court date

FOR EVICTION CASES ONLY:

- All eviction 1st (Initial) appearances will be held in-person to allow tenants and landlords to confer with rental assistance providers who plan to be on-site to process applications
- All eviction summonses shall have attached to it, the Eviction and Rental Assistance Informational Sheet that is attached to these revised procedures and it shall be served with the summons on the defendant(s)

ALIAS SUMMONSES:

Any requests for issuance of an Alias Summons shall be requested and processed per Illinois Supreme Court Rule 103(a) through the Circuit Clerk's Office.

- If service is not obtained prior to the court date, parties/counsel shall email smallclaims_scheduling@mcleancountyil.gov to advise that service was not perfected so the matter can be taken off the court's docket to allow other cases to proceed.

ELECTRONICALLY SUBMITTED ORDERS:

- All electronically submitted Orders must include the following minimum information within the body of the Order or the Order will be rejected and not entered:
 1. The date the case was heard in Court; and,
 2. The names of the parties who either appeared or failed to appear

RULES/ORDERS TO SHOW CAUSE:

After the 2nd continuance on a Rule/Order to Show Cause, the Court will set the matter for a contested hearing on the merits.