

JUDGE MARK A. FELLHEIMER
COURTROOM—5D
BLOOMINGTON, MCLEAN COUNTY, ILLINOIS

INSTRUCTIONS ON HOW TO APPEAR REMOTELY FOR YOUR COURT APPEARANCE

HOW TO APPEAR FOR YOUR HEARING REMOTELY (without coming to Court)—PLEASE READ CAREFULLY

In light of the coronavirus pandemic, the following procedures have been put into place so you may appear remotely for your McLean County court case if your case has been set for a Remote/Virtual Hearing. If you are unsure if your hearing is in-person or remote/virtual, please contact Joy McKinney at 309-888-5254. Please check to make sure of the Judge assigned to your case to ensure that you are joining the correct Zoom Courtroom. 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 cases of Judge Fellheimer.

*Counsel in cases where only one party is represented by an attorney must forward this information to the unrepresented party to ensure all parties are aware of the procedure. The court will include this information with all notices for re-scheduled cases and parties must per procedures include it as an attachment to a summons to be served upon the defendant.

*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.

*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 Joy McKinney at 309-888-5254.

*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 Judge Mark A. Fellheimer's Remote Courtroom

There are three options/ways to enter the Remote Courtroom:

(1) To obtain a direct web link to this Courtroom, please:

1. Go to the McLean County website @ <https://www.mcleancountyil.gov/>
2. Under the "Departments" heading, select "Circuit Court"
3. Click on "Remote Hearings"
4. Scroll down to Judge Fellheimer's Remote Courtroom link and select it. The Judge will let you in for your hearing, so please be patient.

(2) To join directly through Zoom using a smartphone or computer via Internet service:

Use this web link:

<https://us06web.zoom.us/j/89709789509?pwd=dFdzNGRLVGFGdjlsWmQ4dC8rcIBjUT09>

Meeting ID: 897 0978 9509

Passcode: 5AhsNp

(3) To dial-in (without Internet)

One tap mobile

+13126266799,,89709789509#,,,,*536569# US (Chicago)

+19294362866,,89709789509#,,,,*536569# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Meeting ID: 897 0978 9509

Passcode: 536569

Find your local number: <https://us06web.zoom.us/j/ky7BGcp66>

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