



Circuit Court
Nineteenth Judicial Circuit
Lake County, Illinois

**STANDING ORDER REGARDING REMOTE TELEPHONE APPEARANCES
IN CIVIL CASES THROUGH COURTCALL, LLC (“COURTCALL”)**

In an effort to increase efficiency and reduce costs to litigants, telephone appearances will be allowed in civil cases pursuant to **Local Court Rule (LCR) 2-1.06**.

SCHEDULING AND NOTICE

1. Except as provided through a specific order of Court, no remote appearance will be allowed unless it is made through CourtCall, an independent audio and video conference servicing company.
2. CourtCall facilitates the remote appearances of persons at hearings which have already been scheduled by regular means with the Court. CourtCall does not set or calendar hearings for the Court.
3. Remote appearances must be arranged by contacting CourtCall by phone at (888) 882-6878 or online at www.courtcall.com, no later than 4 p.m. on the second court day preceding a hearing date, or with leave of Court.
4. Persons electing to make a remote appearance shall notify all parties of the same in writing no less than 24 hours prior to the scheduled court date, or as directed by the Court.
5. Nothing in these procedures shall be construed as modifying the notice of motion requirements set forth in Supreme Court Rules or in the Local Rules of the 19th Judicial Circuit.

APPEARANCE PROCEDURE

6. Only counsel of record and self-represented litigants may appear by telephone conference unless otherwise ordered by the Court.
7. It is the responsibility of the person making a remote appearance to access the conference no later than five (5) minutes prior to any scheduled hearing, and to check in with the CourtCall clerk. Participants may be placed on “hold” until the case is called by the Court and shall be immediately available when the case is called.
8. Persons appearing by telephone shall state their name each time they speak, spell it for the record the first time they speak and shall participate in the appearance with the same degree of courtesy and courtroom etiquette as is required for a personal appearance.
9. To insure the quality of the record, persons appearing by telephone shall be in a quiet, private location.
10. **No recording of court proceedings may be made by any person or by any means.**
11. Telephone appearances are limited to agreed orders, uncontested matters, routine status hearings, case management conferences unless otherwise ordered by the Court. Telephone appearances shall not be permitted for argument on contested or briefed motions, for evidentiary hearings, or for more than three consecutive case management conferences

unless allowed by prior court order. In any matter, the Court may deny the use of telephonic appearances.

12. CourtCall matters will be entertained as determined by the judge presiding.
13. If a person schedules a remote appearance and fails to respond when the matter is called, the Court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous remote appearances in multiple jurisdictions does not excuse a failure to appear.
14. After an appearance, counsel appearing in the courtroom is responsible for immediate presentation of a court order. If no counsel is present, an order must be submitted by e-mail in pdf. format to the specific courtroom's dedicated CourtCall e-mail address listed below by 3:00 p.m. the same day as the appearance.

COSTS

15. CourtCall is an independent service provider. The party arranging for the services of CourtCall shall be solely responsible for any costs or other expenses incurred for those services, unless otherwise ordered by Court. Under no circumstance shall the Court bear any costs for any remote appearance.

REJECTIONS AND SUSPENSION OF PRIVILEGES

16. The fact that a remote appearance is scheduled with CourtCall shall not be construed as a determination that the remote appearance is permitted by the Court. The Court reserves the right, at any time, to reject any remote appearance in violation of these protocols or as otherwise necessary for the administration of justice.
17. The Court reserves the right to halt any remote appearance in progress and to order the attorneys to personally appear.
18. The Court reserves the right and has the sole discretion to suspend any person's ability to appear remotely, to bar any telephone appearances in any case and to revoke the use of CourtCall in its entirety at any time.

Dated this 16th day of April, 2018.

<u>Courtroom</u>	<u>E-Mail Address for Court Orders</u>	<u>Judge</u>
C-302	CC302@lakecountyil.gov	Judge Luis A. Berrones
C-303	CC303@lakecountyil.gov	Judge Thomas M. Schippers
C-304	CC304@lakecountyil.gov	Judge Jorge L. Ortiz
C-305	CC305@lakecountyil.gov	Judge Diane E. Winter
C-306	CC306@lakecountyil.gov	Judge Stacey L. Seneczko
C-307	CC307@lakecountyil.gov	Judge Daniel L. Jasica
C-406	CC406@lakecountyil.gov	Judge Margaret A. Marcouiller
C-407	CC407@lakecountyil.gov	Judge Mitchell L. Hoffman
Park City B	CCPROBB@lakecountyil.gov	Judge Donna-Jo Vorderstrasse (Probate)
Park City B	CCARBB@lakecountyil.gov	Judge Donna-Jo Vorderstrasse (Arbitration)