



NOTICE OF REMOTE COURT APPEARANCE OPTION Courtroom 100

The DeKalb County Court is expanding the use of remote access and virtual courtrooms to improve access to the court system. As part of this initiative, the Court is offering the option to appear remotely for your Misdemeanor or Traffic Court appearance.

Your in-person court appearance date is listed at the bottom of your ticket or the date listed on your bail bond. If you choose to appear in-person you should arrive at the DeKalb County Courthouse 15 minutes prior to your court time. You will be required to wear a mask to enter the building.

If you elect to appear remotely, your remote court appearance is scheduled on the same court date printed on your ticket or bail bond, starting 30 minutes later than the in-person court time listed. To participate in the virtual courtroom, use the below link or Meeting ID.

If your ticket is marked as payable without a court appearance (“May Appear”), you still have the option to pay your ticket without an appearance before the scheduled court date. To avoid appearing in court pay your ticket online at www.dekalbcircuitclerk.org.

Link: <https://zoom.us/j/5449559728?pwd=TGdGaVhaZTg1N2syOG1tOW42U2dSQ09>

Meeting ID: 544 955 9728

Password: 12345

Remote participants should take time prior to the call to become familiar with the Zoom controls and test your device’s microphone and speaker controls. Directions for joining the court proceeding, including links and court policies for remote appearances are enclosed, and are also available on the Circuit Clerks website at: www.circuitclerk.org.

If you have any questions, please call the DeKalb County Circuit Clerk’s office at 815-895-7138.

Respectfully,


DeKalb County Circuit Clerk

REMOTE COURT APPEARANCE INSTRUCTIONS

Follow steps listed below to prepare for a remote court appearance. Start this process BEFORE your scheduled court appearance time to make sure you are in the virtual “waiting room” when court begins.

1. If you already have a Zoom account, or the Zoom app on your cell phone, go directly to the link on your Notice to join the courtroom “meeting.” Links to each virtual courtroom can also be found on the Circuit Clerk’s website at www.dekalbcircuitclerk.org under *Virtual Courtroom Information*.
2. If you do not have a Zoom account you can download the free Zoom app to your cell phone by going to the App Store and searching for Zoom. Or create a new account on your computer at [Zoom.us](https://zoom.us). Click the **SIGN UP, IT’S FREE** button and follow the instructions to sign up for a free Zoom account.
3. Once Zoom opens, select the **JOIN** button on your cell phone or the **JOIN A MEETING** link on your computer. Be sure the Zoom screen name being displayed is your legal name so you are recognized by the Court.
4. A message box will appear asking for Meeting ID or Personal Link Name. The Meeting ID and Personal Link Name are both listed on your Notice. No password required. Click the **JOIN** button.
5. Screen should now show your face and you must select **JOIN WITH VIDEO**. You may also need to select **JOIN WITH COMPUTER AUDIO**, or if using a cell phone select **CALL USING INTERNET AUDIO**.
6. Once the Court starts the “meeting” participants will initially be placed in a virtual “waiting room” pending admittance into the virtual “courtroom” by the Court.
7. Be sure your screen name being displayed in the “waiting room” is your legal name.
8. Once you are admitted to the “courtroom” your audio will be muted until the Judge calls your case. When your case is called, your audio will be unmuted by the Court.

REMOTE COURT APPEARANCE TIPS

- Dress appropriately, as if you were coming to the Courthouse
- Make sure you are in a QUIET location.
- Make sure your background is court appropriate.