

Courtroom 200
Virtual Hearing Procedures

- The court proceedings are on the record and all conversations can be heard by all of the other parties present and will become part of the court record.
- The Zoom meeting room will be opened prior to the starting time of the hearing. When you join the meeting, you will be admitted to the virtual courtroom. Counsel and parties are expected to conduct themselves with appropriate courtroom decorum at all times while present in the virtual courtroom including prior to the start of the court call.
- **When counsel and parties join the Zoom meeting room, their Zoom profile shall provide their first and last name so that it is displayed for the Court to identify them.**
- **Remember this is a court proceeding and treat it as if you were present in the courtroom – this includes refraining from driving an automobile or drinking, eating or smoking while appearing during the Zoom hearing.**
- Counsel and parties are permitted to use stop their video prior to their case being called but are expected to restart their video when their case is called unless they do not have access to an internet connection and have joined by the meeting via telephone.
- If parties or counsel choose to stop their video prior to their case being called, profile pictures, if any, that are displayed must be appropriate for court and shall be limited to court appropriate photograph of the party or counsel.
- **Attorneys are expected to appear in courtroom attire and other litigants are expected to be dressed appropriately to appear in court.**
- Please remain on mute until your case is called to minimize background noise and unwanted feedback.

- When your case is called, unmute yourself and identify yourself.
- Video or audio recording of these proceedings is strictly prohibited. Failure to comply with this admonishment may result in the imposition of sanctions or a finding of contempt of court.
- **Orders must be in pdf format only and must be submitted to the judge's email (jpedersen@dekalbcounty.org) no later than 4:30 p.m. the day of the hearing.**
- Parties/Counsel in dissolution proceedings may obtain copies of Administrative Order 20-08 which outlines the court's prove-up by affidavit and by remote hearing procedures as well as a form prove-up affidavit by contacting the Court Administrator at (815) 895-7160 or by email: dakerlow@dekalbcounty.org.