

Judge Raylene DeWitte Grischow
REMOTE HEARING INSTRUCTIONS

Remote hearings set by the Court: All participants, including attorneys and self-represented litigants, shall appear at the remote hearing by Zoom or by telephone. If you do not have a computer, you may call into the proceeding using one of the telephone numbers listed below. **You must log into the Zoom meeting within 5 minutes of the start time or you may be refused admittance.**

Requests for Remote Appearances: Not all requests for remote hearings will be honored. Some cases/ hearings are presumed ineligible for remote appearances and/or some hearings will require all parties to appear in person. If you are requesting a hearing be conducted remotely, you must first contact the Court or the Court's assistant directly, or file a motion, *sending a courtesy copy to the Court*. While Courts are to liberally approve requests for remote appearances, do not presume your request will automatically be granted. Certain restrictions and/or technical limitations may apply.

NOTE: If your request is granted, you must further comply with Administrative Order 23-2 regarding notice to other parties. The party noticing up the hearing **must** also provide a copy of these instructions with the Notice of Hearing and file Proof of Service with the Clerk reflecting such service.

****** Case participants SHALL have their camera on during the proceeding, dressed appropriately, and have themselves properly identified on their computer screen ******

NOTE: If a participant fails to appear remotely, by phone or in person, and/or fails to file an answer/responsive pleading with the allotted time, a default or an *ex parte* Order may be entered against that party.

Important Information:

Participants are responsible for accessing and joining the proceeding. The Court will not contact participants.

Meeting ID: 316 139 3302

Password: 010554

Using Zoom with a computer or smartphone with a camera and microphone:

Create a Zoom account by visiting Zoom.us.

Once Zoom opens, click "Join a Meeting."

Input the Judge's Meeting ID as requested.

Message box will appear. Click "Open Zoom."

If prompted, enter the password.

Screen should load, showing your face. Click "Join with Video."

Message box will appear. Click "Join with Computer Audio."

If unable to appear by Zoom and calling from a landline or telephonic appearances: Dial: **1-312-626-6799** (CST) or if you do not live in the Central Standard Time Zone, log onto <https://zoom.us/j/adUJSzcQRH> to find your local dial-in number.

When prompted, enter the Judge's Meeting ID, followed by the pound (#) sign.

When prompted, enter the password, followed by the pound (#) sign.

Note: When logging on, you will remain in the "Waiting Room" until the Judge lets you into your hearing. Some wait times vary depending on the Court's docket.

All courtroom rules and procedures remain in effect for remote proceedings, including proper decorum, proper dress, and appropriate language. Treat the proceeding as if you were in a courtroom.

Recording of the remote proceedings are strictly prohibited.