

## **Law Division:**

*What cases are heard in Law Division?*

All SC, SR, AR, and L cases.

1. No jury trials will proceed prior to August 24, 2020.
2. All Law Division courtrooms (2000, 2006, 2008, 2010, 2014, 2016, 2018, and 2020) will be closed to attorneys and litigants. Do NOT come to the courthouse.
3. Matters set for status will proceed.
4. Contested motions will proceed consistent with paragraph 8(c) of the Administrative Order attached hereto.
5. Participation in these proceedings may be accomplished in one of three ways:
  - a. By submitting an agreed order 1 day prior, OR
  - b. By teleconference using CourtCall, OR
  - c. By videoconference using Zoom.

*How can I submit an Agreed Order?*

Agreed Orders may be submitted electronically using [eaccess.18thjudicial.org](http://eaccess.18thjudicial.org). When using [eaccess](http://eaccess.18thjudicial.org), you must submit the Order the day before your court date after 1:00 p.m. When entering an electronic Order that is not scheduled for the next day, you will need to email or call the Judge's assistant and we will add the case to the call so that the electronic Order has somewhere to go. You may still send Orders into the Judge's public email address as well and the assistant will print it and get it signed and filed. When emailing, make sure that the Order is titled Agreed and that all parties are copied on the email.

*I didn't receive the Zoom Meeting info, how can I get it?*

YOU WILL NOT RECEIVE ANY NOTICE REGARDING ZOOM PARTICIPATION, It is the responsibility of the parties to retrieve that info on your own. You can do so by clicking on the Remote Court Hearings icon at [www.18thjudicial.org](http://www.18thjudicial.org).

*Are the court rooms open?*

All Law Division court rooms remain closed. All Law Division Judges have both CourtCall and Zoom available for you to use daily. The Zoom meetings is set up to be daily and reoccurring so that the Meeting ID and Password do not change. You do not need to request permission to use Zoom or notify us that you are going to be using Zoom.

*How can I participate in my court date if the courtroom is closed?*

All Law Division Judges have both CourtCall and Zoom available for you to use daily. You may participate via Zoom or CourtCall, Judges have no preference. Court Call has a fee, Zoom does not. The new Admin Order 20-26 removed the 7 days to make a request

for Zoom. Zoom meetings are set up to be daily and recurring so the Meeting ID and Passwords always remain the same. To join using **Zoom** you will download the app on your phone and then enter the meeting ID and password. There is also an option to call 312-626-6799 and use audio only, you will still need username and password. **CourtCall** must be scheduled with them, 888-882-6878, a minimum of 24 hours in advance and they will provide you with the number you need to call in on on your court date.

*I didn't receive a copy of the Order, can you provide me with one?*

In the past you would get a signed copy of your Order in the courtroom from the carbon copies. With everything being done remotely you may purchase a signed and file stamped copy through the Clerk's Office at [18thjudicial.org](http://18thjudicial.org) then choosing the Order Copy icon, or you may view the Order on the case history at [eaccess.18thjudicial.org](http://eaccess.18thjudicial.org). Due to the large volume of emails we are currently experiencing, we are not returning signed copies of Orders at this time.