

Instructions for Zoom Hearings

Until further notice, cases filed in the Probate Division will be managed pursuant to the following Instructions for virtual hearings.

Accessing Zoom Hearings

Each Judge will hear regular court calls through Zoom. Judge Alonso hears all minor GAL cases from CVLS. Below is the zoom link and email address for Judge Alonso. In the event Judge Alonso is out, zoom access information and important contact information for all other judges is listed in the reference guide on page 5.

Judge Ameer Alonso—Room 1806

Zoom link: [Click Here](#)

Zoom ID: 958-0588-9933 Zoom Password: 871226

Courtesy Copies Email for Proposed Orders: probatecr1806orders@cookcountycourt.com

Courtesy Copies Email for GAL Reports: amee.alonso@cookcountyil.gov

Please include your next court date in the subject line (May X, 2023: Estate of , XX P XXX).

How to Join the Zoom Meeting

The Zoom meeting can be accessed by computer, smartphone, or telephone.

- i. To join the meeting by **computer**, go to www.zoom.us. At the top of the screen, click “Join a Meeting”. In the pop-up box that appears, enter the meeting ID number. Click Join. After clicking Join, you will be prompted to enter the meeting Password. After entering the meeting password, you will join the meeting.
- ii. To join the meeting by **smartphone** app, search for “zoom.us” in your smartphone’s app store. Download and open the app entitled “ZOOM Cloud Meetings”. Accept the Terms and Conditions. Tap the blue button entitled “Join a Meeting”. Enter the meeting ID number, the session ID number, and click Join. After clicking Join, you will be prompted to enter the Password. After entering the meeting password, you will join the meeting
- iii. To join the meeting via **telephone**, dial (312) 626-6799 and enter the meeting ID number. You will then be asked for the password, which you should enter and press pound (#). Finally, you will be asked for the “session ID number”. There is no session ID number, so simply press pound (#). Upon pressing pound (#), you will be allowed into the meeting.

Checking In with the Court

Participants will not be allowed to enter the meeting until the Host starts the meeting. Judge Alonso is the Host for Room 1806 zoom meetings. Participants can join the meeting 30 minutes prior to the beginning of the court call. Upon joining, participants will be placed in the “Waiting Room” and will remain there until they are checked in by the host.

During check-in, be ready to provide your name, the case name and number, and the names of other expected participants in that hearing. Each participant should rename their Zoom name to their full name (e.g. John Doe). If a participant is unable to do so, the Host will change it.

Following check-in, participants will be placed back in the Waiting Room and remain there until the Court is ready for your case. The Court will not call the case until all participants (attorneys, parties, witnesses) are in the Waiting Room.

Conduct During Zoom Hearings

All participants shall use their best efforts to be courteous to one another, including but not limited to the following:

- i. Not speak over one another;
- ii. Insure to the best of their ability that they are in camera range at all times;
- iii. Minimize background noise; and
- iv. Silence their phones during the hearing.

The Judge retains broad discretion to take appropriate steps for those participants who do not comply with the foregoing, including but not limited to, muting participants, admonishing the participants, and holding a participant in contempt of court.

Any person who wishes to speak confidentially with another person during the hearing (e.g. attorney/client) may ask to be placed in the Breakout Room.

Pursuant to Illinois Supreme Court Rule 63(a), all parties and persons in attendance are prohibited from making audio or video recordings of any proceeding or taking any photographs of the proceedings.

Admonishments

The video or audio recording of the proceedings through any device or format (except by the authorized Court Reporter) is strictly prohibited. Failure to comply with this admonishment may result in the imposition of sanctions or in a finding of contempt of court.

No communication of any kind is permitted between a witness, including a party, during his/her testimony (from the time the witness takes the stand until the witness is excused) and any other person by any means (e.g. verbal, texts, email, use of private chat functions, etc.)

Courtesy Copies

All courtesy copies of GAL reports must be in PDF format and sent via email to Judge Alonso (amee.alonso@cookcountyil.gov). In your email, include the court date, case name, and docket number (e.g. July 22, 2021: Estate of Doe, 20 P 0000).

Courtesy copies less than 15 pages must be sent at least 2 days but no more than 5 days prior to your appearance. Anything over 15 should be emailed and in hard copy.

You must also E-file your GAL report. Please reach out to Morgan (Msmith@cvls.org) if you have questions about e-filing your report.

Agreed Continuance

To request a continuance, Guardianship Judges may approve Agreed Orders. The Agreed Order must be sent via email to Judge Alonso (probatecert1806orders@cookcountycourt.com) at least 2 days prior to the scheduled hearing. In the email, include the court date, case name, and docket number (e.g. July 22, 2021: Estate of Doe, 20 P 0000). See page 7 for a sample agreed order. In the subject line of your email, include this information with the following format: Est of Doe, 20 P 00000 (NCD XX/XX/XX – Agreed Continuance Order.”

When submitting an Agreed Order, the parties need not appear. A copy of the approved Agreed Order will be sent to CVLS. The Court will not consider Agreed Orders for matters for which appearance is deemed necessary. Attorneys are encouraged to work together to reach an agreement and submit a proposed agreed order in anticipation of an upcoming court appearance.

Court Orders

CVLS receives all orders from the Court. If you have not received your order from CVLS within 7 days, contact Morgan (Msmith@cvls.org).

Interpreters

Interpreters are available upon request with advance notice. Requests for Spanish and Polish interpreters must be made at least 48 hours in advance of the hearing. Requests for interpreters of languages other than Spanish and Polish must be made at least five (5) business days in advance.

American sign language interpreters, certified deaf interpreters, and CART services are available upon request with advanced notice. Requests for these services must be made at least five (5) business days in advance of the hearing.

To request an interpreter by email, the requesting party shall include in the email the case name, case number, court calendar, name of the assigned Judge, and language needed.

The email shall be sent to:

Joseph Fleming (joseph.fleming@cookcountyil.gov)

Daniel Duffy ((probate.divatty@cookcountyil.gov)

If the requesting party does not have access to email, he/she may request an interpreter by calling (312) 603-7545 or (312) 603-7546. The voicemail shall include the case name, case number, Court Calendar, name of the assigned Judge, and language needed.

Emergency Petitions

Matters determined to require emergency scheduling will be heard as add-ons in decedent courtrooms after 11:00 AM. Litigants are required to E-File all emergency motions in accordance with Ill. S. Ct. R. 9 (eff. Jan. 1, 2020).

A courtesy copy of the petition or motion shall include a factual basis stating the nature of the emergency and all supporting documents, including but not limited to, any required bond, and proposed orders shall be submitted to the Judge's email address no later than 10:00 AM on the business day preceding presentment.

If, upon presentment in Court, it is determined that the matter presented is not a valid emergency, the movant will be directed to place the matter on the Court's regular motion call.

The subject line of your email containing a courtesy copy for an emergency matter shall state "Request for Emergency Hearing."

Questions or Concerns

If you have problems accessing the meeting within 15 minutes of the hearing, send an email to the staff attorney at probate.divatty@cookcountyil.gov and Joseph Fleming at joseph.fleming@cookcountyil.gov with "URGENT: Zoom Hearing" in the subject line. In the body of the email, include your name, case number, phone number, and the problem you are having. You will be contacted to facilitate your access to the meeting.

If self-represented litigants do not have access to the Internet or have questions regarding these Instructions, please contact the administrative assistant at (312) 603-7545 or (312) 603-7546.

Reference Guide

Effective March 15, 2023

This document is a reference guide to important contact and Zoom information related to the Circuit Court of Cook County– Probate Division Virtual Hearings, pursuant to GAO 2020 P 08 and the Instructions for the Probate Division Virtual Hearings. Attorneys and self-represented litigants should be aware that this guide is not a replacement of GAO 2020 P 08 or the Instructions. Rather, it is instead a supplement to make the administration of the Virtual Hearings easier.

CAL	ROOM	Contact and Zoom Information
01	1814	Judge Daniel R. Degnan Courtesy Copies Email: Daniel.degnan@cookcountyil.gov Zoom ID: 943-1309-9144 Zoom Password: 598671
02	1807	Judge Carolyn J. Gallagher Courtesy Copies Email: carolyn.gallagher@cookcountyil.gov Zoom ID: 912-1199-9674 Zoom Password: 559091
07	1803	Judge Daniel O. Tiernan Courtesy Copies Email: daniel.tiernan2@cookcountyil.gov Zoom ID: 937-7172-2336 Zoom Password: 655983
08	1802	Judge Kent A. Delgado Courtesy Copies Email: kent.delgado@cookcountyil.gov Zoom ID: 973-6333-0421 Zoom Password: 843479
09	1806	Judge Amee Elizabeth Alonso Courtesy Copies Email: amee.alonso@cookcountyil.gov Zoom ID: 958-0588-9933 Zoom Password: 871226
10	1810	Judge Aicha M. MacCarthy Courtesy Copies Email: aicha.maccarthy@cookcountyil.gov Zoom ID: 974-8824-5324 Zoom Password: 574056
11	1814	Judge Terrence J. McGuire Courtesy Copies Email: terrence.mcguire@cookcountyil.gov Zoom ID: 949-9741-2923 Zoom Password: 620250
12	1812	Judge Jesse Outlaw Courtesy Copies Email: jesse.outlaw@cookcountyil.gov

		Zoom ID: 950-4590-0846 Zoom Password: 383491
13	1809	Judge Stephanie K. Miller Courtesy Copies Email: stephanie.miller@cookcountyil.gov Zoom ID: 941-8836-9040 Zoom Password: 133720
14	1803A	Judge Daniel Malone Courtesy Copies Email: Daniel.malone@cookcountyil.gov Zoom ID: 824-9860-4014 Zoom Password: 935-124
15	1804	Judge Shauna L. Boliker Courtesy Copies Email: shauna.boliker@cookcountyil.gov Zoom ID: 987-1163-7423 Zoom Password: 277091
16	1811	Judge Susan Kennedy-Sullivan Courtesy Copies Email: susan.kennedy-sullivan@cookcountyil.gov Zoom ID: 982-6205-3371 Zoom Password: 328621
25	1801	Judge James Patrick Murphy Courtesy Copies Email: james.murphy2@cookcountyil.gov Zoom ID: 989-0553-5582 Zoom Password: 887675
29	1803	Judge Jamie G. Dickler Courtesy Copies Email: jamieg.dickler@cookcountyil.gov Zoom ID: 824-3528-9640 Zoom Password: 688249

**IN THE CIRCUIT COURT OF COOK COUNTY, ILLINOIS
COUNTY DEPARTMENT -- PROBATE DIVISION**

Estate of:

[CHILD'S NAME]

A Minor.

|
Case No. [20XX P XXXX]

AGREED ORDER SUBMITTED BY ELECTRONIC MEANS

This matter came to be heard on [insert petitioner's name]'s Petition for Guardianship. All parties entitled to notice have received and affirmatively agree to this order. The Court being fully advised of the premises;

IT IS HEREBY ORDERED THAT:

1. This matter is continued for status until _____, 2023 at 9:00 am in Room 1806 or via the Zoom Court call.

Enter:

Judge

Judge No.

[Attorney Name]
Guardian Ad Litem
Chicago Volunteer Legal Services (Atty No. 91139)

33 N. Dearborn, Suite 400
Chicago, IL 60602
[Attorney Number]
[Attorney Email]
cc: msmith@cvls.org